RESIDENCE LIFE HANDBOOK

On-Campus Living guidelines provided for Eastern Arizona College Residential Students

All Residential Students Are Expected to be Knowledgeable of the Material Within This Handbook and to Act Accordingly
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/liquor/drug policy</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Appliances</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Appliances, Acceptable</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Appliances, Prohibited</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Area Restrictions</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Arrival Information / Welcome</td>
<td>1</td>
<td>1,2</td>
</tr>
<tr>
<td>Bathrooms</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Behavior Expectations</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Behavior, Housing</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Breakage</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Building Evacuation</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Cafeteria, Backpacks</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Cafeteria, Behavior</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Cafeteria, Dates Closed</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Campus Activities info/bulletins</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Campus Police</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Candles</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Check-in/out form</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Check-out Procedure</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Check-out requirements</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Check-out, Last 2 Weeks</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Christmas Lights</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Cleaning Equipment</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Cleaning, inspections</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Closure Dates- Halls</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>College property in rooms</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Computer/Internet information</td>
<td>7</td>
<td>7/8</td>
</tr>
<tr>
<td>Crime, Conviction</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Damages, Room</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Dates, Important</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Decoration, Room</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Decoration, Window</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Deposit</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Deposit Refunds</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Deposit, Refund Check</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Destruction of Property</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Discipline</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Discrimination, Sexual, other</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Doors</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Drugs and Liquor Policy</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Drugs, Possessing or Using</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Duct Tape</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Duplicate Key</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Electrical outlets</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Electrical Power Bars</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Electrical Problems</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Elevator information - RT</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Exits- doors/windows</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Evacuation</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Expolosives</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Financial Obligations</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Fire</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Fire Alarms, Tampering with</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Fire Evacuation</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Fire Evacuation- w/ Disabilities</td>
<td>5</td>
<td>2.5</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Fire, Trapped</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Firearms</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Firearms/ projectile weapons</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Food Services</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Food, Special Diet</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Forms, sample Housing</td>
<td>10</td>
<td>1-9</td>
</tr>
<tr>
<td>Furniture, Room</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Gambling</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Guest, Charges</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Guest, Overnight/age</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Guest, Overnight/limit</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Hall Assignments</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Hall Assistants, expectations of</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Hotplates</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Housing application</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Housing Deposit/Refunds</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Housing Privileges, Loss of</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Hoverboard restrictions</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Internet information</td>
<td>7</td>
<td>7/8</td>
</tr>
<tr>
<td>Keys</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Keys, Lost</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Laundry</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Laundry, Cost</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Laundry, Problems</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Lightbulbs</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Lockouts</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Loss of campus living privileges</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Mail Information</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Mailbox</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Map, Thatcher Campus</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Matches</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Meal Plan Changes</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Meal Plan Refund</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Medical</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Medical, Local providers</td>
<td>7/10</td>
<td>5.1/3</td>
</tr>
<tr>
<td>Messages, Personal</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Meetings, Hall</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Noise</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Notices, Official</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Offensive Material</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Open Flames</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Overnight Guests</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Paintballs and Guns</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Parking</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Pay Phone Numbers</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Personal Property protection</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>SECTION</td>
<td>PAGE</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------</td>
<td>------</td>
</tr>
<tr>
<td>Personal Safety</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Pets</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Physical Safety</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Quiet Hours, Courtesy</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Quiet Hours, Rules</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Quiet Zones</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Rape</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Refunds</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Refunds, Deposits</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Refunds, Loss of</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Refunds, Not Eligible</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Regulations/Information</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Reserved Spaces</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Residence Hall Applications</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Residence Hall Regulations</td>
<td>8</td>
<td>1-6</td>
</tr>
<tr>
<td>Residence Halls, Closure</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Residence Halls, Doors</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Residence Life Philosophy</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Residence Life Staff</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Responsibility</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Restroom Usage</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Returning Student Form</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Room Assignments</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Room Changes</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Room Damages, Common</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Room Damages, Individual</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Room Decorations</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Room Inspections</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Room Refund</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Roommate Success</td>
<td>3</td>
<td>8, 9</td>
</tr>
<tr>
<td>Roommate Surveys - RT</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Roommate Surveys - TH</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Rules After 10pm</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Safety, Personal</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Scholarship, Athletics</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Scholarship, Presidential</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Skateboard and Rollerblades</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Solicitation/proselyting</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Staff, Residence Life</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Stealing- Theft</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Stereos</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Student Life Office</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Student Representation</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Student Safety</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Telephone After 10 PM</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Telephone hookup</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Telephone Service</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Television</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Telephone Information</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Thatcher Police</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Tobacco use on campus</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Trash</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Travel Dates</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Travel Information</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Unauthorized College Property</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Vandalism</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Victim</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Violations of Policies</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Violations, Noise</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Violence</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Visitation Hours</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Visitation Policies</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Visitation Privileges</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Visitation Regulations</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Visitation Violations</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Visitation, Opposite Gender</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Visitors</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Visitors, Your Responsibility</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Washers and Dryers</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Weapon Policies</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Windows</td>
<td>8</td>
<td>3</td>
</tr>
</tbody>
</table>
Section 1
Arrival Information
Welcome to Eastern Arizona College’s Residence Life!

We’re glad you have elected to be a residential student and to experience the benefits living on campus provides. Each of you will make a contribution to Eastern Arizona College’s Residence Life. As you live, work, study and socialize, you will learn to appreciate other people for their unique qualities and abilities. You are expected to regulate your own behavior and be considerate of those around you at all times. Regulations are in place to protect the individual rights of everyone. This handbook defines the regulations and provides a guideline for harmonious living in our campus community.

**Philosophy** –

The Residence Life Staff supports the rights of residents to live in an environment where they feel safe, secure, and comfortable. Part of the challenge of residential living is learning to respect the rights of others in relation to your own needs and taking responsibility for your actions. To ensure residents are able to live together in a positive environment, the Residence Life staff has developed standards for community behavior. Such policies are designed not only for your benefit, but also for the benefit of those around you.

**Housing Goals** –

A clear description of the goals of campus housing will provide a better understanding for the basis of Residence Life Regulations. The residence halls exist to provide a convenient, affordable, pleasant and safe place for students to live while attending classes.

The purpose of campus housing is:

- To contribute to student success in educational experiences
- To provide an environment which considers each individual as a responsible adult
- To provide supplemental learning experiences appropriate to human growth and development
- To promote healthy social development and opportunities to get to know other residents in an atmosphere of mutual respect
- To provide an overall program which will help residents develop self-discipline patterns and time management best suited to their needs

We look forward to your positive contributions to Eastern’s Residential Life!
Get yourself off to a good start by doing the following as soon as possible:

- Finalize payment for tuition and fees, books, room and board prior to hall check-in date
- Confirm your registration and locate your classrooms
- Read this handbook completely
- Watch for updated information at designated campus locations which may include bulletin boards, posters and electronic signs
- Put your name on personal items. Engraver available in the Housing and Student Life Offices
- Keep valuables locked up and out of sight
- Lock your room whenever vacant
- To receive personal mail, obtain a mailbox ASAP at the U.S. Post Office in Thatcher just across Highway 70 on Stadium Ave., North of Mark Allen Hall
- Arrangements for telephone service in your room should not be made until you are given a permanent room assignment to avoid additional service charges. Phone service is not included hall cost. Students will set up personal billing with local provider if they chose to have telephone service in room. Cell phones are welcome at any time.
- Notify your family and friends of your postal box address and telephone number
- Ask questions! Our knowledgeable, helpful staff can assist you!
RESIDENCE LIFE STAFF

Residence Life Staff live within each hall to assist you and to maintain a comfortable, safe environment:

**Nellie Lee Hall**
Michael Nagy, Head Resident
Hall Telephone: 348-4913
e-mail: nagy.michael@eac.edu

**Mark Allen South**
Marcie Lopeman, Head Resident
Hall Telephone: 428-8236
e-mail: marcie.lopeman@eac.edu

**Mark Allen North**
Allen Wilbon, Head Resident
Hall Telephone: 428- 8235
e-mail: allen.wilbon@eac.edu

**Residence Towers**
Candee Skousen, Head Resident
Hall Telephone: 428- 8606
e-mail: candee.skousen@eac.edu

**Dean of Student Life**
Gary Sorensen
Student Life Office: 428-8354
FAX: (928) 428-3741
e-mail: gary.sorensen@eac.edu

**Director of Student Life**
Danny Battraw
Housing Office: 428-8605
Cell: 928-792-7074
e-mail : danny.battraw@eac.edu
WHAT’S HAPPENING?

**Official Notices** - You are responsible for all posted information:
- On Hall bulletin boards and doors
- In the Hall office area

**Personal Messages** - Watch for messages posted:
- On your room door
- In the Hall office area
- Via electronic mail

**Residence Hall Meetings** – **Mandatory Attendance** required!
- Scheduled at the beginning of each semester and periodically throughout the semester/year
- Meetings are typically scheduled at 10 PM to avoid conflicts with classes and other campus activities
- You are responsible for all information discussed and dispersed at hall and community meetings

**Student Representation** - Excellent leadership opportunity! Let your Head Resident know if you are interested in serving.
- Your Hall is an ASEAC activity and service club and needs representation at Student Council meetings each week.
- The Hall Representative attends the weekly Student Council Meeting at 5:00PM each Monday (or as updated) beginning second week of class. Meetings are generally in the TV room section of the Game Room in the GLH Activities Center.
Section 2
Hall and Room Information
**Housing and Room Assignments** - are made on the following priority basis:

1. **Returning residential students** with full deposits on account and a completed “Returning Student Room Reservation Form” on file in the Housing Office. See “Sample Forms” in Section 10 of this Handbook.

2. **New residential students with an awarded room scholarship**. A limited number of spaces are reserved each fall semester for room scholarship recipients. A scholarship recipient must submit a Housing Application ([https://gilahank.eac.edu/GilaHank/SignIn](https://gilahank.eac.edu/GilaHank/SignIn)), and, a Housing reservation deposit. NOTE: There are no reserved scholarship spaces in Residence Towers (RT). RT assignments are made by date of receipt of Returning Student Form or Housing Application and deposit on a first-come, first-served basis. Deposits are not paid by scholarship and/or Financial Aid disbursements.

3. **New residential student applicants** based on the date their completed Housing Application and full Housing Deposit is received by the Housing Office or Fiscal Control/Cashier.

4. **Part-time residential student applicants**- are assigned only when space is available. Part-time students must carry a minimum of 6 academic hours.

**Hall Assignment/Room Changes** –

Roommates are encouraged to work with their Head Resident to achieve compatibility. All **hall assignment** changes are made by the Housing Office. **Room changes** are made by Head Resident. If the Head Resident approves a room change, it will be made with the following considerations:

- No room changes are made within the first two or final two weeks of the semester, unless circumstances necessitate the change as determined by Residence Life Staff.
- All requests must be put in writing and include:
  - The reason for the desired change
  - The desired room relocation
  - The desired relocation move date
- Any assignment changes will be made on a space-available basis only.
Room Decoration:

- May include pictures, posters, and etc. which are not considered offensive to your roommate or any visitors; including parents and potential students. Residence Life staff may ask you to remove material deemed offensive.
- Should not damage ceiling, walls, paint, sheetrock, brick, or woodwork.
- Do not apply “Glow in the Dark” stickers to the ceilings and/or walls.
- Do not use duct tape on any room surface. It is extremely difficult to remove adhesive left by this type of tape. If used, a charge will be assessed for cleanup and/or carpet replacement.
- “Sticky putty” or adhesive foam pads can be used to mount posters, pictures, etc on walls. Do not use nails, screws, or similar devices to mount anything on walls.

Window Area Decoration:

- Do not remove drapes, screens, or blinds from windows at anytime.
- Residence Life Staff may ask you to remove material from windows that is deemed inappropriate, offensive, or a security risk to the college and/or its residents and students.
- Cannot include advertising material exposed externally.
- Should not damage or reconfigure window hardware, glass, frame or function of the window.
- Should not prohibit exiting building in case of an emergency evacuation.
Appliance policies have been established in consideration of the building’s electrical capacity, utility costs, fire safety, pest control, cleanliness, injury and damage potential.

**Acceptable Appliances include:**

- Lamps, radio/stereo, iron, blow dryer, curling iron, electric razor, computer, printer, TV, VCR/DVD players, electric blanket or heating pad, ac adaptors/charges, water warmer, and any other AL approved small electrical device.

- **Refrigerators** - Students in Residence Towers and Traditional halls will be allowed to have 1 refrigerator per room/2 per suite. The **maximum** size of a refrigerator is 4.3 cubic ft. (small apt size) The College/Hall staff **reserve the right to inspect the contents of each refrigerator** in accordance with our normal inspection guidelines for cleanliness, safety, and hall/school policy violations.

If an item is not listed, please check with the Head Resident and get approval before using. If you need an item for medical reasons, you must submit a current medical prescription stating the required item, medical condition, and length of time the item is needed. The Housing/Counseling Office will validate the prescription and notify you whether the appliance is approved.

**Prohibited Items include:**

- Microwaves, toasters, air conditioners, evaporative coolers, hotplates, popcorn poppers, woks, crock pots, rice cookers, space heaters, any type of stove used for cooking or produces heat.

**Violation of Appliance Policy:**

- If you do not remove the prohibited item when directed to do so by Residence Life Staff, the item will be confiscated and stored until you can remove it from campus.

- Possession of a prohibited item is insubordinate and exhibits a lack of consideration for the safety and well-being of the hall community. If you have a prohibited appliance in your room/suite, you will be subject to disciplinary actions as deemed appropriate.

**Use Caution:**

- When leaving your room unoccupied; make sure all heat producing items are turned off.

- Do not place hot items such as irons, curling irons, etc., directly on furniture or carpet, near drapes, bedding, clothes or flammable items.
Furniture in your room:

- **Is your responsibility.** Missing or damaged furniture (beyond normal wear and tear) will be assessed and charged to you and/or your roommate.

- **Must stay in your room.** Items outside of your room are subject to theft or damage, therefore, you will be charged a replacement fee for any items missing, moved or left outside of your assigned room.

- **Should not be disassembled.**

- **Must be returned to the original check-in position** in the room before checkout. Charges are assessed to relocate furniture in original positions if not done by student.

EAC reserves the right to inspect rooms at any time by Residence Life Staff or pre-approved College Officer.

Room inspections are regularly completed. They may be:

- Pre-scheduled or unannounced.

- May be sequential or random.

- Made for cleanliness, health, and safety compliance.

- Made to check for violations of Residence Life and EAC policy.

Please note: If an item has been left operating in your room that disturbs the community or threatens their safety, Residence Life Staff may have to enter a room to shut it off or unplug it. This frequently occurs with alarm clocks, stereos, TV’s, and Christmas lights. Please see “Appliances” section.
**You are responsible for:**

- Cleaning your own room / suite / community area.
- Taking your trash to an appropriate, outside dumpster / receptacle.
- Cleaning up your discarded trash or any other messes you make in the bathroom, corridors, common areas, TV areas, laundry rooms, or entry areas of the hall.

**Cleaning equipment/supplies** may be checked out from each Hall Office. You will need to leave your EAC ID with staff while using equipment/cleaning supplies. Please return items as soon as you are done so they are available for the next resident who may need to clean their area.

**Custodians** regularly clean the common areas, corridors, and common restrooms of the halls on a daily basis. If there is an unusual mess, trash, or damage that has to be cleaned up or repaired by Maintenance staff, residents will be assessed a community charge appropriate for the cleanup or repair.

**Bathrooms:**

- No haircuts at anytime. Beyond being difficult to clean up hair, it is also a health hazard to other students.
- Use toilets or urinals. Do not use sinks, showers or floors for elimination of body waste. Do not put paper towels in toilets/sinks.
- Be courteous and flush after each use.
- Female sanitary products should be disposed in trash receptacles ONLY.
- If there is a plumbing problem, report the problem to the Head Resident as soon as possible so it can be addressed.
Section 3
Behavior Expectations
The Eastern Arizona College Student Code of Conduct included in the Eastern Arizona College General Catalog states that

- The College has the obligation to determine the standards of conduct appropriate for those who become members of its student body.
- Standards apply to all and will be administered by the President and/or his designee who may take disciplinary action deemed appropriate for the violations committed.
- Admission to the College is a privileged status and involves special additional obligations to the College community.

**The rules of conduct** specified below are not all-inclusive but are emphasized as being among those necessary for the security and well-being of students attending Eastern Arizona College and are among the circumstances which may lead to disciplinary action and possible dismissal:

- Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the town, county, state or nation.
- Possessing or using intoxicating liquors, narcotics or other illegal drugs.
- Stealing or in possession of stolen articles.
- Malicious destruction of property.
- Endangering or threatening the life or physical safety of others or self, including forcible or non-forcible sexual assault.
- Possession/use of any projectile weapon on campus
- Failure to meet financial obligations to College.
- Student conduct, on or off campus, prejudicial to the best interest of the College may be considered cause for disciplinary action or dismissal.

Additional information concerning student conduct while attending Eastern Arizona College can be found on EAC’s online General Catalog at:

[http://www.eac.edu/Academics/Catalogs/default.shtm](http://www.eac.edu/Academics/Catalogs/default.shtm)
As mature, law-abiding and responsible adults your behavior is expected to:

- Enhance both the campus and local community.
- Be respectful of the rights and property of others.
- Be in accordance with national, state, and local laws.
- Follow guidelines addressed in the Student Handbook, General Catalog, and Residence Life Handbook, hall meetings, and other publications deemed appropriate.
- Be in good taste at all times. **Dress, language, and behavior** should be appropriate to an educational environment.
- Be respectful of College property, personnel, other students, visitors to the College.

**Discipline**

- The primary concern in Residence Life is the well-being of all residents and students. If you put your interests above that of the hall community, you may be in conflict with Residence Life policies. Any resident in violation of campus and/or hall policies should expect to be disciplined.

**Violations of Residence Life and/or Code of Conduct Policies:**

- Will be documented and may require you to meet with Head Resident to review Hall/Residence Life policy and chart a course of resolution of violation
- Will result in notation/documentation of the incident being permanently placed in your Residence Life file.
- Which are serious and/or repetitive, will result in referral to the Director of Student Life or Dean of Students. Upon referral, you will be expected to attending a disciplinary conference hearing at an appointed time in the Housing Office, located in the lobby of Residence Towers, 2nd floor. If you have a question about your appointment, please call 428-8605 as soon as possible. Conferences are arranged around your class schedule. You are expected to be in attendance. Failure to keep appointment is insubordinate and a violation of Residence/Student Life policy.
Noise:

- Is any sound, human or otherwise, which is disturbing to other individuals of the same room or surrounding community. Excessive noise (loud stereos, stereos that emit a heavy bass tone regardless of volume, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other residents and is unacceptable.
- Is of concern in residential communities where many people live in close proximity. Not only does noise affect your residence hall but also nearby classrooms, the Activities Center, and neighboring homes.
- Is reduced by everyone’s compliance with and adherence to Quiet Hours as described in this section.

Responsibility:

- Lies with each individual to control noise, AND with those victimized by noise to attempt to contact the offending party and request the problem be eliminated.

Violations:

- If the offending party fails to comply with a resident’s request to reduce or eliminate noise, the situation should be reported to Residence Life Staff.
- Residence Life Staff will make every effort to notify offending party, eliminate noise, and address concerns with student(s), and if appropriate, document the situation and notify offender of the violation of policy.
- Disciplinary actions resulting from noise violations may include loss of campus living privileges and/or other sanctions as deemed appropriate to adjust offender’s behavior.
Daily Quiet Hours in all halls are from 10 PM – 8 AM and should:

- Provide an appropriate environment for sleep and study.
- Expect all students’ respect for and compliance with established guidelines.

Quiet Hours - Guidelines After 10 PM:

- Radio, TV, video game, and stereo volume shouldn’t be heard outside a closed door or window. Use of headphones is recommended.
- If your window is open, volume should be at a level that it doesn’t disturb neighboring rooms or buildings.
- Keep conversation and laughter at a low volume.
- Do not slam doors. Enter and exit quietly.
- Do not gather in corridors outside rooms. The common areas/ TV rooms of the hall should be utilized during these hours.
- If you are using a cell / pay phone, please keep your voice low. Discourage incoming calls after 10 PM. A late, ringing phone is disruptive for everyone in the hall. Change cell phone to vibrate after 10pm.
- Follow any guidelines as instructed or posted by Head Resident /Hall Staff. Hall staffs are available at any time for residents to report disturbances.

 Courtesy Quiet Hours are in effect at all times. They:

- Allow residents to sleep, study, relax or host visitors without distracting noise
- Prohibit disruptive noise. At no time should amplified sound or yelling be directed out of or at residents’ windows.
- Require residents / students to maintain reasonable quiet in room areas and areas in close proximate of rooms.

Noise Policy

The realities of community living dictate that individuals respect community needs for the moderation of noise (regardless of quiet hours). Noise is any sound, human or otherwise, which is disturbing to a resident. In an effort to reduce the amount of noise in the resident halls, communities and suites, specified quiet hours are always in effect.
Quiet Zones are considered to be areas immediately outside and adjacent to all Residence Halls on Campus. They include:

- **Immediate areas around all Residence Halls** on EAC’s Campus
- **Parking Lots** and other parking areas adjacent to each Residence Hall on EAC’s Campus
- **Recreational Areas** located near Residence Towers and Nellie Lee Hall
- **All exterior fire exits** in each of the residence halls. Loitering in these areas is not permitted at any time.

In Quiet Zones:

- **Courtesy Quiet Hours*** are in effect at all times.
- After 10pm, **Quiet Hours*** are in effect.
- After 10pm, Sunday through Thursday, and 12am on Fri and Sat nights, there will be no gathering / loitering of residents, students or visitors in established Quiet Zones.
- Noise, gathering, or other disturbances in these areas will be a violation of Residence Life/Campus policy and will be referred to Residence Life Staff and/or Campus Police. Violations are subject to disciplinary action and/or possible citation for disturbing the peace.

*Refer to Section 3, page 4 of the Residence Life Handbook.
Loss of Campus Living Privileges

Examples of behavior below are not all-inclusive but are emphasize as those which may cause you to lose campus housing privileges and be evicted:

- Violation of national, state or local laws
- Endangering or threatening the life or physical safety of others or self, including forcible or non-forcible sexual assault
- Possession/use of illegal and/or prohibited substances (including alcohol in the body)
- Possession/use of any projectile weapon on campus
- Visitation violations
- Property theft or damage and/or possession of stolen items
- Insubordination towards staff at any time
- Failure to meet financial obligations to the College
- Loss of meal plan / dining privileges
- Residence Life or Student Life probation violations
- Failure to follow Residence Life Policy as indicated in the Residence Life Handbook, EAC General Catalog, dispersed in hall meetings, or directed by Residence Life Staff

If you lose campus housing privileges:

- You will not receive a refund of your room cost after the end of registration for that semester has passed. Meal Plan refunds are pro-rated then refunded up until the 60% point in the semester and are only available if student completely withdraws from EAC as a student. After the 60% point of the semester, there is no refund.
- Your housing deposit will be subject to individual and common hall damage charges before refunded. Refund is not available at check out, but will be processed as soon as possible after a completed check-out sheet is signed by resident and hall staff.
- Students that lose their campus living privileges may have 48 hours after violation, or disciplinary conference to checkout of their room/suite, unless otherwise directed by EAC Disciplinary Officer during the disciplinary conference. Students expelled from EAC will check-out of their room/suite and leave campus immediately.
- If your violation is severe or there is less than 48 hours remaining before hall closure, you can be evicted immediately from the residence hall and/or removed from campus.
- Loss of campus living privileges may affect your eligibility to return to campus housing in subsequent semesters.
What you can expect from your Hall Assistant (HA):

- To be a friend
- To be a resource – Someone who will either have answers for you or will know where to get them
- To be a helper – someone who can listen and then ask questions that will help clarify problems and move toward solutions.
- To be accepting of others and appreciate the differences in their beliefs, culture, and lifestyles.
- To be good-natured and consistent
- To hold students responsible for their actions and behavior – to confront community members who are infringing on the rights of others.
- To keep you informed of campus happenings and programs
- To be someone who will help you meet people
- To set up community meetings where you will get to know the members of your community and develop an agreement of how you will all live together.
- To support and assist community members who wish to get involved in hall activities.
- To get valuable information posted and available to students
- To provide opportunities to discuss current issues, programs, and events.
- To help resolve conflicts between suitemates or community members.

What you shouldn’t expect from your Hall Assistant (HA):

- To patrol the halls and communities for Quiet Hours violations – if things are too loud, you are responsible for asking the floor members to please quiet down, and if you still have problems, then contact your HA.
- To always be out in the hall and communities – they have studies and commitments too.
- To solve your problems for you – although assistance will be offered.
- To turn their backs on violations – Hall Assistants are expected to do their job by reporting violations.
- To never make mistakes
Campus living presents many challenges. The first of which is learning to live in such close proximity/quarters with new people. Some of the goals of sharing a room are to create an atmosphere where both your personal and academic needs can be met, and it is always nice if a friendship can develop as well! Roommate success can be enhanced by building a foundation of open communication. Start by becoming acquainted with each other so you know what to expect. The questions below will help you start talking. Keep in mind that your roommates and suitemates are not going to be just like you. There will be differences and surprises along the way. You will both need to adjust and compromise a bit at times. Give it a try!

Questions to ask each other (and yourself):

- How do you feel about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to study?
- At what temperature do you like to keep the room?
- What kind of music do you like? How loud?
- How clean and neat do you want the room/suite? How do you decide who cleans what and when in the room?
- Which items of your property are OK to borrow? Which are off limits?
- How will you set-up your living space?

The Roommate Bill of Rights

- The right to sleep and study free from undue interference in one’s room. Unreasonable noise, guests and other distractions inhibit the exercise of this right.
- The right to expect that a roommate will respect one’s personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one’s room and facilities without pressure from a roommate.
- The right to privacy.
• The right to be free from fear of intimidation, physical and/or emotional harm.
• The right to expect cooperation in the use of “room-shared” appliance and a commitment to honor agreed-upon payment procedures.
• The right to be free from peer pressure or ridicule if one’s lifestyle choices differ from one’s roommate.
• The right for redress of grievance. Residence life staff members are available for assistance in settling conflicts.

**Roommate Agreement**

• If you find that you and your roommate could use some assistance with discussing issues or concerns, your Residence Life Staff can help. He or she can provide you with a “Roommate Agreement” form to be completed. This agreement will focus your discussion on areas of potential conflicts and help you and your roommate(s) establish parameters and guidelines for your room.

**Survival Tips for New Roommates**

• Discuss Questions to Ask Each Other as soon as possible
• Be realistic: Don’t expect your roommate to be your best friend and constant companion.
• Continuous close contact can strain even the best friendships
• Keep the lines of communication open
• Discuss potential areas of conflict. Be open to compromise.
• If your roommate is doing something you don’t like, talk about it right away.
• Be considerate of your roommate’s privacy.
• Never assume your roommate is just like you. You both have unique differences.
• Take accurate telephone messages
• Always ask permission. Don’t just use the iron or eat the cookies, ask first.
• Appreciate your roommate. Never take your roommate for granted
• Avoid being judgmental.
• Be honest, assertive, and stand up for yourself.
• Ask your Residence Life Staff for help. He/she is trained to help mediate conflicts.
Section 4
Visitation Policies
Visitation Policies

- Visitation Regulations are in place to maximize safety of our residents and to minimize the chance of unwanted guests entering a hall disturbing the privacy of our residents in their living area or steal their personal belongings.

- Unlike Residence Towers, Nellie Lee, Mark Allen and Wesley Taylor Halls do not have designated visiting areas in the wings that are separate from the foot traffic area leading to common bathroom areas from resident’s rooms. Therefore, visitation hours are more limited in Traditional Halls in comparison to Residence Towers. **The privacy and security of all residents takes precedence over the rights of any visitor(s).**

- **Visitation Hours are established and posted** by the Residence Life Staff of each hall. Non-residents and all others in violation of established hours are considered trespassing and referred to Campus Police.

- **Students failing to follow visitation policies/regulations** could temporarily or permanently lose visitation privileges, or be subject to loss of campus-living privileges. Unauthorized visitors/students are considered trespassing and will be referred to Campus Police for possible citation and/or arrest.

Visitation Regulations for Traditional Halls, Lounges and Common Areas

- **Visitation Hours will be posted in each residence hall by Hall Staff.** Everyone is expected to follow these hours. Any exceptions must be cleared by the Head Resident in advance of a visit.

- **All visitors must check in at hall office** and leave an approved EAC ID or picture ID with date of birth.

- All visitors must be accompanied by the resident(s) they are visiting **at all times.** Non-residents cannot just “hang out” in the hall/ wings / common areas. **Visitors, including siblings, less than 18 years of age, must be accompanied by a parent or guardian at all times regardless of gender.**

- Residents’ visitors may **enter the lounge or lobby areas** of halls after:
  - 8 AM Monday – Friday
  - 10 AM Saturday and Sunday

- **All Non-residents** of a hall must be out of the Residence Halls entirely by:
  - 11 PM each night of the week or as directed by Hall Staff
Visitation Policies

- All visitors must check-in with hall staff, sign log, and leave a valid picture ID. A visitor who fails to check-in can be cited for trespassing by Campus Police. Violators and their hosts are subject to loss of visitation/campus-living privileges. **Visitors under 18 years of age must be accompanied by a parent or guardian at all times regardless of gender.**
- Loitering in corridors, moving from room to room, entering wing restrooms or exiting via windows or fire doors is prohibited. Please remain in the room you are checked-in to visit until ready to leave or visitation hours end.
- **If you are hosting a visitor, your room door must remain open at all times.** Your roommate should always have the freedom to enter the room during Visitation Hours. **Sexual contact/activity is not permitted at anytime.**
- As the host, you are responsible for notifying your visitor of all Hall Visitation policies/regulations. Residents are responsible for visitor check-out of their room prior to the end of visitation hours. If there is a violation, you and your visitor are subject to a loss of visitation/campus-living privileges and/or eviction from hall.

Overnight Guests

- **A resident must get approval for an overnight guest from Housing Office or Head Resident first,** then pay the overnight fee at Fiscal Control, bring receipt back to Housing Office/Head Resident, prior to final approval for guest’s overnight stay. Guests must pay $15 per night, *in advance of their stay.*
  - It is mandatory that hall staff know when a non-resident is staying in a residence hall, especially in the event of an emergency, evacuation, lock-down or crime. **All guests must check-in with the Head Resident.**
  - **A bed space must be available and unassigned in room/suite.** The residents of the room/suite must be agreeable to sharing their hall room/suite space with a guest.
  - In order to stay in your room/suite, guests must be of the same gender and over the age of 18. **If less than 18, guest must be a same-gender sibling and the student and Head Resident must seek approval from the Housing Office. Written, parental permission is required of same-gender sibling guests under 18 prior to approval. No sibling guest can be under 17 years of age. No opposite-gender sibling under the age of 18 may stay in halls.**
  - Guest are limited to a **maximum of 4 nights** an academic year with no one continued stay being more than **2 consecutive nights.**
Unlawful Tenants-

- Defined as a student or individual who is residing in a residence hall room or suite without properly securing on-campus residency as described on the “Residence Hall Application and License Agreement.” This student or individual has not applied for on-campus housing, and/or paid a deposit, paid for room or meal plan or has lost on-campus living privileges (ejected). These individuals are sometimes referred to as a “Squatter” and basically are stealing campus services that have the effect of adding to the hall operational costs, that eventually result as higher hall costs.

- No non-resident student or individual may stay in a residence hall room or suite without following the visitation and or overnight guest policies and procedures described in section 4(visitation) of this handbook.

- Students or individuals visiting and/or residing in an on-campus room or suite that have not checked-in as a visitor or as an overnight guest, are considered an unlawful tenant and are trespassing.

- Unlawful tenants will be referred to Campus Police for possible citation and/or arrest for trespassing.

- Hall Resident(s) willingly allowing an unlawful tenant to stay in their room or suite are in violation of Residence Life Visitation, Overnight Guest, and Residence Life Code of Conduct policies and are subject to disciplinary sanctions that include loss of Campus Living Privileges. Residents in violation will be referred to the Campus Judicial Officer to review policy violation complaint.

- Any activity of an unlawful tenant that is in violation of Resident Life, Student Life, and/or Eastern Arizona College policies and regulations is the unlawful tenant’s responsibility, along with, the hall resident who allowed them to unlawfully stay in their room or suite. Both the individual and hall resident will be subject to disciplinary sanctions in accordance to their violations.

- A hall resident allowing a unlawful tenant to stay in their room or suite are subject to the overnight guest costs to stay in a room or suite in the hall equal to the number of days an individual stayed in room.
Section 5
Safety and Security
Tampering with fire safety equipment / failure to evacuate:

- Tampering with fire alarms, fire prevention equipment, or disrupting evacuation procedures can result in a maximum penalty of a six-month jail sentence and a $1000 fine; and/or...

- The City of Thatcher Fire Department may charge a student or students a $2000 fine for knowingly causing a false alarm to be sounded as a result of a student or students’ failure to follow Residence Life policy/guidelines and/or directions concerning fire safety and procedure as disbursed by Hall Staff.

- Failure to evacuate the Residence Hall after a fire alarm has sounded, not only endangers you and others, but is also a violation of Residence Life Policy.

Prior to any emergency, acquaint yourself with emergency exits, location of fire alarm pulls, fire extinguisher locations, and, have a basic plan for evacuating the building in the event of an emergency. Evacuation procedures are clarified during hall orientation meetings.

Discovering a Fire:

- Pull the nearest fire alarm or call 911; alert others
- Extinguish a small fire ONLY if there is no risk to you or other residents
- If you attempt to extinguish a fire, maintain an avenue of escape at all times.
- Aim extinguisher at the base of the fire.
- Evacuate the building via the nearest exit; note any posted evacuation notices.
- Report all fires regardless of size to 911, Residence Life Staff, or Campus Police

Fire Safety - Precautions:

- Do not block doorways, windows, hallways, stairways, escape routes or emergency exits at anytime.
- All electrical cords and devices should be Underwriters Laboratories(UL) approved
- Avoid the use of extension cords; power bars would be a better choice
- Inspect all cords for wear or damage which may cause it to short circuit
- Use power bars with an independent breaker
- Do not use an adapter to plug in additional cords to an outlet
Do not remove faceplate from electrical outlets or switches. Report broken faceplates, sparking, or shorting as soon as possible to hall staff.

Do not use any devices with open heating elements. (Ex. Hot plate, floor heaters)

Keep flammable items such as papers and clothing away from heat sources and electrical outlets

Do not change overhead light bulbs. Report malfunctions to Residence Life Staff

Report any electrical problems as soon as possible to hall staff.

Christmas lights are allowed under the following guidelines:

- No live trees
- Lights must be UL approved
- Follow “Appliance” guidelines in this Handbook that includes turning off lights when room is unoccupied.

**NO OPEN FLAMES OR COMBUSTIBLE ITEMS ARE ALLOWED IN ANY RESIDENCE HALL AT ANY TIME!**

This includes any device that produces a flame or intense heat such as:

- Barbecue grills, candles, lighters, (E-)cigarettes, cigars, pipes, matches, incense, fireworks, smoke bombs, propane burners, hotplates, fuel or gas tanks, or firearm ammunition (not allowed at any time).

**Precautions for Residence Towers Residents**

Residents in Residence Towers must take extra precaution in their communities and suites not to activate the General Fire Alarm unnecessarily (false alarm) and be subject possible fine and/or sanctions. Smoke detectors in all living areas are sensitive to many atmospheric changes that that should be avoided. **They include:**

- Heavy buildup of steam, dampness or humidity
- Smoke from any source(candles, incense, cigarettes, matches, etc)
- Aerosol sprays(room deodorizers, hair spray, etc)
- Chemical vapors (glues, fingernail polish and remover, acetones, oil paint, etc.)
- Heavy accumulations of dust; dust in air caused by bouncing balls, or other unusual activity in suite
- Placing fluorescent lights near detectors (activated by electrical noise)
- Hang anything on, or tamper with, sprinkler heads located in living areas
In Case of Fire:

- STAY CALM!

- If no alarm is sounding, activate fire alarm pull if there is one in close proximity to your area. Alert others in the building if you can do so safely.

- Follow the evacuation plan described below.

Building Evacuation — Please note: Failure to evacuate a residence hall during a fire drill or actual emergency, can result in citation, disciplinary action, injury or death.

- In the event of an alarm, place hand on room door. **If not hot**, open slowly and check to see if it is safe to exit.

- Grab something to cover your face and put on a pair of shoes for protection. Dress appropriately for the weather if possible.

- If time permits, open blinds or curtains and turn on lights.

- Feel the door. **If it is hot**, do not open it. Put a wet towel/blanket at base of the door to block smoke, and open your window. Call and signal for help. Dial 911 if you have phone access. Do not Jump from windows above 1st floor! Stay low in room and signal with a flashlight or bright cloth so emergency personnel will know you are in the building.

- If the door is not hot, open slightly and put your hand out into the hall. **If the hallway is hot**, Do not go out! Close the door and follow previous step.

- **If hallway is not hot** and is clear, exit your room, close your door, and evacuate building. Do not use elevators during an evacuation.

- Proceed to the nearest unobstructed emergency exit or an exit prescribed in your escape route and leave the building.

- In case you are in a smoke-filled area, crawl or crouch out of the area. Typically, there will be less smoke closer to the floor.

- Go away from the residence hall to the Emergency Evacuation Site (EES) - SANDPIT VOLLEYBALL COURT- so you can be accounted for by staff and emergency service personnel.

- Notify Residence Life Staff or Emergency Service personnel if you think someone is trapped in the building, so they can attempt to locate.

- Wait in the EES until the **“All Clear”** is given by Emergency Service personnel, prior to re-entering the Residence Hall.
Residence Towers (RT) was constructed with three specifically designed suites to facilitate those residents with physical disabilities who may require a living area that meets wheelchair/ADA requirements. The facility was built with some of the most fire-resistant materials available for construction, furniture that meets all requirements of the California Code as it pertains to its resistance to heat and flame, and one of the most up to date fire/smoke alarm systems available at the time of construction. Upon request, and as a handicap/physically disabled resident becomes eligible to live in RT, they will be placed in one of these three living areas (6 bed spaces total) based on gender and time of request. All spaces are on a first-come, first-serve basis depending on date of application submission and payment of housing deposit. Handicap/physically disabled students may request to live in other areas of RT, although access in those areas isn’t as assessable as those suites designed for that purpose. In any case, since Residence Towers has multiple levels, 1 ground level and a 2\(^{nd}\) and 3\(^{rd}\) level, with special living areas on each level, it becomes necessary to integrate evacuation procedures that facilitate those residents with special needs in the event of an emergency requiring evacuation of the building.

**Procedures to be followed in the event that the evacuation of Residence Towers is necessary:**

1. When the fire alarm sounds, all residents of RT are required to evacuate the building and meet at a pre-determined Emergency Evacuation Site (EES) so that they can be accounted for by Residence Life (RL) staff and emergency personnel.

2. Elevators are not considered as an emergency exit option and will not be used during a fire alarm and/or evacuation of the building.

3. Emergency stairwells that are attached to each community should be used if possible during an evacuation to keep congestion of main stairwell in the courtyard area to a minimum, also to assist the movement of staff and emergency personnel securing the area. All stairwells should be kept clear of blockage and debris at all times by residents and staff. Chairs, bikes and other items placed in these areas may endanger those trying to evacuate and put all residents at risk for potential, unnecessary injury.

4. Residents who use devices that assist them to walk (crutches, canes, etc.), should evacuate as expeditiously as possible. They may request assistance from a fellow resident, staff member, or emergency personnel. It is suggested that they evacuate the building by using the main stairwell in courtyard area so that assistance is more likely to be available by one of the mentioned parties. Once out of the building these residents should meet at a pre-designated location (EES) to be accounted for by RL staff and emergency personnel.
5. Residents who are wheelchair users and reside on the ground level of the building (West 1D), and can exit directly to the outdoors should do so as quickly as possible and meet in a pre-determined area (EES) to be accounted for. Residents of that community, without endangering themselves, should attempt to assist where necessary, those residents that are wheelchair users while evacuating building. (Specific staff, residents, or suite members may be assigned hourly/daily/weekly to assist during evacuations, if that community chooses to make those assignments on their community contract.)

6. The following procedures should be followed when wheelchair users are assigned to or are on the 2nd or 3rd levels of RT during an emergency evacuation:

   a. All residents of a community that have a wheelchair user in one of it’s suites will be notified by staff/writing by RL staff at the beginning of their stay. During an evacuation, all residents of that community should attempt to assist, without endangering themselves, a resident who is a wheelchair user during their residency at RT. (Specific staff, residents or suites may be assigned hourly/daily/weekly to assist during evacuations. That community may choose to make those assignments on their community contract.)

   b. All available Hall Staff members are also assigned to check for and assist all disabled residents during an evacuation. All Staff members must have prior knowledge of their location and check on these residents each time there is an evacuation, even if there has been a community or community member assigned to assist. NO EXCEPTIONS! Normal evacuation assistance should be maintained throughout the rest of the hall along with the evacuation of disabled residents. RL staff will use their best judgment to insure that all residents are evacuated safely and in a time efficient manner and, while following instruction from emergency service personnel on the scene.

   c. If assistance from a community member is not available, and no smoke, fire, or immediate danger is apparent, a disabled resident should remain in his/her resident hall suite with the door closed and unlocked. A closed door can provide a safe barrier for many minutes, until an on-duty campus officer/staff member, or emergency personnel can assist them in safely exiting the building.

   d. At the beginning of each semester, the Head Resident will notify all available Campus Police Officers and RT staff members of each of RT’s wheelchair users, the nature of their disability, and their living area/location while residing at RT. A floor plan of their location will be posted in the conference room of the office/lobby area of RT for easy reference in the event of an emergency evacuation.

   e. All available staff members, at the time of an emergency evacuation, will be required to assist in evacuating the building. Other specific assignments for evacuation may be given throughout semester.
f. Suites with residents that are wheelchair users will be treated with high priority by staff. These suites will be checked by available staff members during an evacuation to insure evacuation is complete in these areas. If evacuation of these areas by staff is restricted by fire, smoke, or other dangers, and a resident who is a wheelchair user is unaccounted for, staff member(s) will advise emergency personnel of situation and location of resident as soon as possible.

g. If smoke or fire is noticed by a resident in a wheelchair, and the individual is alone and has access to a phone, he/she can relay this information directly to emergency services (911), and include the phone number they are calling from if a land line. **Residence Towers address is 900 N. College Ave. in Thatcher, AZ.**

h. If no phone is available, resident should hang colorful fabric such as a jacket or blanket out of window and shout to attract attention to their location.

i. Resident should remain in that location until help arrives, although that resident has the right to move to a safer location if possible without risking their safety.

j. If danger is imminent, and it becomes necessary to evacuate, it is the responsibility of the individuals with the disability to request assistance. In general, these individuals should not be carried due to the risk of potential injury, except in extreme emergency. These residents know best how they should be carried and should direct volunteers accordingly. These residents should also ask a staff member or Campus Police Officer to relay special information or needs (medication, specific handling instructions, etc.) for evacuation to emergency service personnel as soon as possible. Once outside the building, these residents and their volunteers should meet other residents in a pre-designated area (EES) to be accounted for.

Note: Individuals with disabilities are largely responsible for their selves, but may ask for the assistance of a staff member or a volunteer/resident of RT when needed. The above procedures should be followed in the case of fire drills as well. It is important to establish these procedures for drills, so that they can be carried out, without confusion or endangering the person with the disability, in the event that an actual emergency evacuation occurs. The procedures above are meant as a guideline only in the event of an emergency evacuation and are not guaranteed to cover all possible scenarios. Planning and practicing a possible evacuation by/for disable students, which may eliminate possible confusion/injury during an actual emergency, is recommended.
Hall Entry and Room Keys are extremely important for your safety and that of everyone else living in the hall.

Keys are:

- Your sole responsibility. Lost or stolen keys should be reported immediately to Residence Life Staff!
- Not to be copied or transferred – either is a violation of Residence Life policy.
- $50 each in Traditional Halls and $62.50 each in Residence Towers, if lost or not returned upon checkout! There is a $10 processing fee for reimbursement of key replacement cost if lost key is located and returned to Housing Office.
- Replaced, if lost during the semester, by paying for a replacement key at the Fiscal Control Office (Cashier) and bringing your receipt to the Housing Office. Arrangements are made by Housing Office to issue you a new key as soon as a replacement is available.
- To be returned by you personally upon checkout. Do not leave key in your room or give it to a friend/roommate. Leaving a key unsecured risks other’s personal safety, enables theft, etc.

Lockouts:

- Can be avoided if you carry your key with you at all times
- A duplicate key will not be issued to someone else on your behalf. The Head Resident/hall staff will personally come to the room to unlock it.
- Repetitive lockouts (after 2) will result in a $5 per incident/damage charge. Carry your key at all times to avoid being charged!!

Suggestions:

- Keep your key with you at all times even when you are just going down the hall to visit another room, going to the shower/restroom, etc. A lanyard or chain around your neck is convenient when you don’t have pockets.
- Never loan your key to anyone, not even your roommate – they have their own key!
- Keep your key on an easily identifiable lanyard/chain or ring in case of loss
- Transfer of your key to someone else is a violation of hall policy and can result in the loss of campus living privileges.
If you:
- Are the victim of a crime or violation(s) of College/Residence Life policies
- Have witnessed a crime or violation of College/Residence Life policies
- See someone who doesn’t belong in the area or is acting suspicious
- Have any concerns about your safety or the safety of someone you know

Do not hesitate to report it as soon as possible to your Residence Life staff, Campus Police, Thatcher Police, or the Student Life Office.

- Campus Police: (800)337-7407 or (928)428-8240
- Thatcher Police 24-Hour Dispatch: (928)428-3141 (County Sheriff Dispatch)
- Housing Office, M-F 8AM – 4PM (928) 428-8605
- Student Life Office, M-F 8 AM – 5 PM: (928)428-8354

Relationship Violence / Sexual Assault
Your safety and that of other students is a top priority for EAC staff. If you have been a victim of relationship violence or sexual assault, please seek assistance as soon as possible by calling any of the following parties:

- Residence Life staff at numbers listed in Section 1, page 3 of this Handbook
- Counseling Office (928)428-8253
- Rape Crisis 24-Hours Hotline (928)348-9104
- Campus Police: (800)337-7407 or (928)428-8240
- Thatcher Police 24-Hour Dispatch: (928)428-3141
- Housing Office, M-F 8AM – 4PM (928)428-8605
- Student Life Office, M-F 8 AM – 5 PM (928)428-8354

Sexual Assault Complaints
A charge of sexual assault against a College student shall be handled by the Provost/Chief Academic and Student Officer of the Thatcher Campus or Chief Officer for Greenlee County Eastern Arizona College sites. When a complainant of sexual assault gives information to the Officer that a sexual assault has taken place and accuses a College student of the offense, the Officer will have the discretion to suspend the accused student pending a hearing. When any necessary investigation is complete, the Officer will formally notify the accused student of the charges and shall set a hearing date within five (5) class days.
• Elevators are for the convenience of our residents and staff and should be used only as a transporting device from one floor to another in Residence Towers.

• Horseplay or rowdy behavior is prohibited while in or operating elevator car.

• Unauthorized tampering of elevator safety equipment, emergency phone, lighting, etc. can lead to equipment failure which may endanger yourself or other residents. Tampering with elevator equipment is a violation of Residence Life policy can result in the loss of elevator privileges or campus living privileges.

• **Elevators are not to be used during an emergency evacuation** of building at any time. This includes during fire alarms/drills. There are sufficient stair exits located at strategic locations throughout the hall for use during such evacuations.

• Overloading the elevator beyond its operating capacity is prohibited.

• During a power failure, Elevator is equipped with a back-up safety system that will take the car to the first floor and open doors so that you can exit safely.

• If you do become trapped in the elevator between floors because of a power failure or mechanical failure, do not panic. Elevator doors can be opened by staff from the outside of car without the aid of electrical power. Press emergency bell located on operating panel. If you get no response, there is an emergency phone located just below operating panel that has an automatic dialing feature simply by pressing the button. Explain your situation to party that answers your call and help will be on its way in a few minutes. Do not attempt to open doors and climb out of car from the inside. Power could be restored while you are doing this and car may move and cause possible physical harm or even death. When Staff or emergency personnel arrive, calmly follow their directions thoroughly.

• Elevators are monitored 24hrs a day by an automated monitoring system, as well as, at various times by Hall staff. Do not block doors open at any time. The automated system will detect it as a problem and dispatch a repairman when blocked open with an obstruction.
Sexual Discrimination / Harassment Complaints (excerpts from EAC General Catalog)

It is the policy of Eastern Arizona College that there be no discrimination against any employee, applicant for employment, or student on the basis of sex. In keeping with this policy, the College prohibits sexual harassment by any of its employees, its students, or third parties against any other employee, applicant for employment, or student. The College considers sexual harassment to be a major offense that can result in the suspension or discharge of the offender.

Any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, constitutes sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment or academic standing;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting an employee or applicant for employment; or used as the basis for an academic decision affecting a student; or
3. The harassment substantial interferes with an employee’s work performance or creates an intimidating, hostile or offensive work environment; or interferes with a student’s academic performance or creates an intimidating, hostile or offensive academic environment.

Bringing a Complaint

Any employee, applicant for employment, or student who believes that he/she or another employee, applicant for employment, or student, (1) has been discriminated against on the basis of sex, or (2) has been sexually harassed, should promptly report the matter to any Dean (Assistant, Associate, etc.), the Provost, or Executive Vice President of the College. A College Dean, Provost, or Executive Vice President who receives a report of sexual harassment must present the allegations to the College President as soon as reasonably possible. The College President or personnel designated by the College President shall investigate complaints of sexual harassment. A complaint arising from a Graham County site may be reported to the Provost/Chief Academic and Student Officer at (928) 428-8261, Student Services Building Room 219. A complaint arising from a Greenlee County site may be reported to Mike Crockett, Dean of Instruction, at (928) 428-8291, Student Services Building Room 216.

Resolution of a Complaint

The College is committed to investigating each complaint thoroughly and taking immediate and appropriate corrective action on all confirmed violations of this policy. In determining whether or not any particular alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged incident(s) and the context in which the alleged incident(s) occurred will be reviewed and considered. The College prohibits reprisals by any of its employees or students against any complaining employee(s), student(s) or corroborating witness(es). Confidentiality shall be maintained to the maximum extent that is reasonably possible.
What is Title IX?
Title IX of the Education Amendments of 1972 states:

_No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial aid._

EAC’s Commitment
Eastern Arizona College is committed to providing a safe and positive learning, living, and working environment. The College has a responsibility to ensure that all students, faculty, staff, and visitors can enjoy the benefits and opportunities the College has to offer in an environment free from discrimination on the basis of gender including:

- SEXUAL HARASSMENT
- SEXUAL MISCONDUCT
- SEXUAL ASSUALT
- DATING VIOLENCE
- DOMESTIC VIOLENCE
- STALKING
- BULLYING
- RETALIATION

Title IX protects people in all academic, educational, extracurricular, athletic, and other school programs, including school-sponsored or condoned activities. It may cover activities occurring off school grounds if there is carry-over into the educational setting.

Policy and Procedures
EAC has adopted a one policy, one process program to promptly, thoroughly and fairly address all concerns and complaints of harassment or discrimination. This policy on Civil Rights Equity:

- Assures EAC is compliant with Title IX and all other forms of civil rights laws and relevant grievance processes.
- Establishes a process for determining when sexual misconduct has occurred.
- Authorizes the College to take actions to stop the conduct, to remediate its effects, and to provide information to prevent sexual misconduct.
- Applies to all of EAC’s operations and programs including additional campuses and locations.

Duty to report
Any employee who receives a complaint of discrimination, harassment, or sexual misconduct or becomes aware, directly or indirectly, of a behavior that violates Title IX is required to report the alleged misconduct immediately to one of EAC’s Title IX Co-Coordinators.

EAC is required by law and College policy to investigate good faith complaints of sexual misconduct.
TITLE IX – Policies, Reporting, and Resources
Continued...

All complaints, formal or informal, will be investigated in a manner that is prompt, adequate, and impartial. RETALIATION of any kind against individuals who report Title IX behavior violation concerns or who participate in an investigation process is prohibited.

What to do if you are a victim of sexual assault

IMMEDIATE STEPS

• Get to a safe place.
• Call someone you trust. A friend, family member, or victims advocate are good resources. You do not have to go through this alone.
• Preserve physical evidence. If at all possible, do not shower until you have considered a sexual assault examination, save the clothes you were wearing in a paper of cloth bag, take photos of any damage or injury, and keep communication records.

WITHIN 24 HOURS

• Get medical attention. A medical provider can check and treat physical injury, sexually transmitted infections, and pregnancy. You do not need to make a formal report or press charges to receive medical care.
• Seek counseling. You may want to turn to a confidential advocate or counselor for support and advice. They will talk with you about your options for additional support services and reporting.

AT ANY TIME

• Report the incident. You are encouraged to report what happened to both the police and one of the Title IX Officers. You can decide how much you want to participate in any investigation process.
• EAC can help. Campus resources, like the Dean of Students Office, can help you with changes to your housing, classes, work, and more. You do not need to make a formal report or press charges to receive help from EAC.

Examples of Sexual Misconduct

• Pressure for sexual activity
• Requests for sexual favors
• Unwelcome patting, hugging or touching of a person’s body, hair, or clothing.
• Sexual innuendoes, jokes, stories, or comments
• Display of sexually offensive posters, pictures, or written materials, including emails, texts, and other social media.
• Sexual gestures or touching oneself sexually in front of others.
• Disparaging remarks about a person’s clothing, body, sexuality, or sexual orientation.
• Sexual violence and sexual assault.
RESOURCES AND INFORMATION
All complaints of discrimination, harassment, or sexual misconduct are submitted to one of the Title IX Officers. Reports can be made in person, by telephone or by email.

EAC TITLE IX OFFICERS
TITLE IX CO-COORDINATORS
Jeanne Bryce, Provost
(928) 428-8261 • jeanne.bryce@eac.edu
Lauri Avila, Associate Director of Administrative Support
(928) 428-8915 • lauri.avila@eac.edu

TITLE IX DEPUTIES - GRAHAM COUNTY
Tim Curtis, Chief Business Officer
(928) 428-8220 • tim.curtis@eac.edu
Gary Sorensen, Dean of Students
(928) 428-8354 • gary.sorensen@eac.edu
Sharon Allen, Assistant Dean of Counseling
(928) 428-8342 • sharon.allen@eac.edu
Jim Bagnall, Athletic Director
(928) 428-8414 • jim.bagnall@eac.edu

TITLE IX DEPUTIES - GILA COUNTY
Patricia Burke, Globe & San Carlos Campus Dean
(928) 425-8481, ext. 122 • pat.burke@eac.edu
Pamela Butterfield, Payson Campus Dean
(928) 468-8039, ext. 25 • pam.butterfield@eac.edu

OTHER RESOURCES
Emergency Medical or Police 911, or 9-911 (EAC)
Campus Police Pager: (800) 337-7407
Office: (928) 428-8240 or 8241
Sheriff’s Department (24-hour dispatch) (928) 428-3141
Rape Crisis 24-Hour Hotline (800) 400-1001
Mt. Graham Safe House (928) 348-9104
Director of Student Life & Housing Office (928) 428-8605

CONFIDENTIALITY
Information received by Title IX officers will be treated as private and will be disclosed on a limited basis and only as needed to properly and thoroughly conduct an investigation or when required to do so by state or federal laws.

RISK REDUCTION TIPS
To protect yourself and your friends from incidents of sexual misconduct, there are preventive measures you can take...

• Trust your instincts
• Make your limits known as early as possible
• Say “NO” clearly and firmly
• Be “situationally aware” by taking note of your surroundings and who is present
• Find someone nearby and ask for help
• Take responsibility for your alcohol/other drug intake, and acknowledge these substances can lower your inhibitions and increase your vulnerability
• Walk with others
• Lock doors and windows in your car and living space
• Take care of your friends and ask that they take care of you
• NEVER blame yourself if an act of sexual or relationship violence occurs. The only person responsible in that situation is the perpetrator.

Bystander Intervention
Don’t just hope that someone else will step in. You have the ability to stop a terrible, life-altering situation. Be part of the solution by being a proactive bystander who helps prevent cases of sexual misconduct or by being a reactive bystander who positively intervenes in instances of sexual misconduct.

COLLEGE PRESIDENT
Mark Bryce
DISTRICT GOVERNING BOARD
Lois Ann Moody, Chairman
Richard W. Mattice, Member
Tina C. McMaster, Member
Lance F. Layton, Member

615 N STADIUM AVENUE | THATCHER, ARIZONA 85552
928.428.8472 | 800.678.3808 | WWW.EAC.EDU
Unfortunately, theft of personal belongings from a residence hall room, car and other areas on campus happens from time to time. The following tips can help reduce the opportunities of such crimes from happening to you:

- **Leave expensive items at home.** For example, use a disposable camera instead of bringing an expensive camera to campus.

- Use the Housing or Student Life Office *etching equipment to put your name, state and driver’s license number on your valuable items* such as TVs, stereos, computers, gaming equipment, etc.

- **Put your name on ALL your belongings.** Even if you know someone has your CD, video game, perfume, shirt, etc. It is nearly impossible to prove it without your name or some other unique identification.

- If you do not want to put your name in your textbook for resale purposes, pick a random page number. Go to that page in all your text books and make some sort of small pencil mark. Thus, you’ll be able to id your book should it be found. **IT IS ESSENTIAL TO NOTIFY CAMPUS POLICE AND THE BOOKSTORE IMMEDIATELY IF YOU HAVE A TEXTBOOK STOLEN.** They will watch for someone trying to resell it.

- **USE the locking doors, drawers, closets, lockers, and your car trunk to keep valuable things out of sight and secure.** Ask your roommate to secure theirs in the same manner because you do not want to be suspected of stealing their things or be responsible for their belongings in addition to yours.

- If you do not **stay with your clothes while they are being laundered**, use a kitchen timer so you can set it and be reminded to go and check your laundry as soon as it is done. Leaving items unattended is a sure way to get things stolen.

- **Report Lost or Stolen items ASAP** to your Head Resident and Campus Police. The Lost and Found Office is in the Dean of Students Office, rm. 114, in the Activities Center at 428-8354.

**PROPERTY INSURANCE CONSIDERATIONS**

- Your parents’ homeowner policy may provide some coverage for your belongings as a dependent student
  - Be aware that the plan may have high deductibles in order to keep the rates low
  - Some policies may require the purchase of a separate rider to cover expensive items
  - Numerous claims can raise the premiums

- If you claim your college address as your primary residence, you may not be covered under your parents’ homeowner policy

- You may purchase separate insurance. The Student Life and Housing Office have pamphlets from insurance services that include costs for a 12-month period. **EAC does not recommend any insurance services, but merely works to provide resources for students to choose from.**

**OF COURSE, INSURANCE CANNOT REPLACE YOUR COMMON SENSE AND CAUTION!**
HOVERBOARDS, SWAGWAY, IO HAWKS, SKYWALKERS, AND SIMILAR DEVICES

Residence Hall Policy update, effective 12/29/2015:

"The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited in ALL RESIDENCE HALLS and STUDENT/STAFF APARTMENTS until safety standards for them can be developed and implemented, and the prohibition lifted."

If you have any of the items listed above (or similar) in your room, suite, or apartment currently, please remove it immediately.
Section 6
Deposits and Refunds
$150 Application/Reservation Deposit –

- All student residents are required to have a full deposit on file at all times to reserve space on campus.

- An application / reservation deposit along with a completed housing application and license agreement are required to apply for available on-campus housing space. Hall assignments cannot be made without this deposit.

- Your reservation deposit becomes your damage deposit after you have checked into a Hall. All damages must be paid and a full $150 deposit in your account before returning students will be allowed to check back into campus housing at the beginning of each subsequent semester.

Deposit Refunds –

Housing Deposits will be refunded in the following cases:

- Students who cancel a residence hall reservation on or before July 15 for the fall semester or on or before December 15 for the spring semester are eligible for a full refund of housing reservation/damage deposits minus any damages assessed. Students who cancel or move out of a residence hall between July 16 and the close of fall registration or between December 16 and the close of spring registration will not be eligible for a refund of housing reservation/damage deposits. Students who cancel or move out of a residence hall after the close of registration for the semester they have applied for will be eligible for a full refund of housing reservation/damage deposits minus any individual or communal damages assessed. (please see section 6, page 2 for room/meal plan refunding)

- Refunds checks are available 3 to 4 weeks after cancellation or after checking out of a residence hall. If you have a Higher One Card, refund will be placed on card as soon as it is processed in the Fiscal Control Office (Cashier’s counter).

- Refund Petitions - At times, students have extenuating circumstances that are out of their control that may cause them to have to cancel their reservation or check out of a hall during the forfeit period for deposits. Students in this situation can petition for refund by filing a “Refund Petition Form” with the Dean of Student Life. The Dean will evaluate your petition and determine if a deposit should be refunded or not, based on circumstance indicated by the student and then, direct necessary notifications to appropriate offices if refund is approved.
Refunds of Room and Meal Plan Costs

Room Costs-

- Students who cancel a residence hall reservation on or before the day the residence hall opens will be eligible for a full refund of room cost.
- Students who cancel or move out of a residence hall after the hall opens and check-in begins, or by the close of registration for that semester, will be eligible for a 50% refund of room cost.
- There is no refund of room cost after the close of the registration period for that Semester.
- Students assigned and living in the residence halls are responsible for all hall costs associated with their stay in the event that financial aid, scholarships, grants, etc. are not disbursed to student.
- After the end of registration for the current semester, if a student is evicted from a residence hall, no room cost refund is available.

Meal Plan Costs-

- Students who cancel their meal plan prior to the 60% point (around the first of Nov.) of the campus food service period for the current semester, will be eligible for a pro-rata refund if they completely withdraw from Eastern Arizona College.
- A student is not eligible for a meal plan refund if they continue as an EAC student, even if they have checked out of the residence hall.
- There is no refund of meal plan after 60% of the semester is complete.
- Students living in the residence halls are required to have an approved meal plan active at all times while living in on-campus housing.
Section 7
Services
Prior to checking into a hall for a semester, all residential students are required to have purchased one of the three meal plans, 10, 14, or 19 meals per week, per semester.

Meal plans may be changed during the first two weeks of each semester. They may not be changed after that time.

All students with a meal plan must present a EAC photo ID to enter cafeteria. Front line staff does not have the authorization to let you in without some form of photo ID. Food Service Director will not be able to leave his meal preparation duties during mealtimes to authorize entry. Please make arrangements to meet him or the Dean of Student Life prior to meal time if special circumstances exist.

Cafeteria hours are posted near the entry doors of dining/serving area. Watch for any service hour changes during holidays and extended weekends. At times, the normal dining areas may be closed for various campus events. When this is the case, Student Dining will be relocated elsewhere within the Activities Center or to an exterior location as possibly part of a student activity.

The Cafeteria is closed during the Thanksgiving, Semester (holiday) Break, Spring Break and during the summer.

If you have a concern about a special diet, please contact the Sodexo Director at (928) 428-1481 or in person.

Going to miss a meal time? Contact Sodexo 24 hrs. in advance and place an order for a Brown Bag Meal. Call (928) 428-1481

Backpacks, bags, and books are not allowed in the Cafeteria Dining/Serving Area. To avoid theft of personal items, do not leave in areas outside the entry of the service area

Not paying and/or checking into cafeteria to eat, carrying food out for yourself or someone else, or removing condiments and serving line items is considered theft. Campus Police will be contacted and violators will be subject to possible citation.

Your behavior is expected to be mature and respectful in all food service areas at all times.

Misconduct in food service areas can result in the loss of dining privileges.

Since meal plans are required of everyone living in the residence halls, loss of dining privileges will also result in the loss of campus living privileges.

Questions regarding Food Service? Contact the Student Life Office (928) 428-8354
Laundry equipment is available in each hall on campus for the use of residents only.

- The Laundry equipment is provided and serviced by an outside vendor. Laundry Equipment is not owned by the College. Refunds can only be made by the equipment provider. Report loss to Head Resident when a machine does not work properly. Head Resident will document incident and then request a refund at a time the equipment is serviced by the provider.

- Laundry equipment is for use of hall residents only! Residents should only use equipment located in the hall they are assigned. Exceptions may be made if equipment in a hall is out of order or otherwise unavailable.

- Costs - Wash: $1 per wash; Dry: $1 for 45 minutes. All laundry equipment since Fall 2005 has been equipped with laundry card readers. Equipment does not have capability to accept cash or coin. Prices are subject to change by vendor.

- LAUNDRY CARDS are available from a dispensing machine IN THE LOBBY AREA OF RESIDENCE TOWERS. Laundry card can only be purchased with $5 bill only. Value can be added to laundry card in increments of $5, $10, $20 using cash or any amount over $10 on an ATM card.

- As a courtesy, please remove your laundry as soon as the cycle is complete. For the best protection of your personal items, it is recommended you stay in the laundry room while your items are being cleaned. If you leave the area, it is a good idea to leave a note on the equipment indicating your room number in case there is someone waiting to use equipment.

- At no time, should you remove clothing of another resident from the equipment without their permission or that of the Residence Life Staff.

- Follow operating instructions. If there is a problem, report it to the Residence Life Staff. They will contact the repairman. If laundry equipment does not work properly, report it immediately to the Residence Life Staff, do not attempt to repair equipment yourself. They will confirm the situation and seek repair from appropriate sources.

- Do not attempt to adjust the equipment! Do not overload the equipment with clothing or soap! This restricts the washing and drying capabilities and may lead to damage or cause equipment to prematurely stop during its cycle.

- Vandalism of laundry equipment will not be tolerated and can lead to their removal.

- Residence Life Staff reserves the right to terminate laundry privileges for those residents who fail to follow established laundry guidelines or are using equipment for purposes other than the intended use of equipment.
Mail

- All mail should be sent to your U.S. postal box at the Thatcher Post office. If letters or packages are sent to the College for delivery, the College cannot guarantee delivery.

- Students in campus housing may rent* a U.S. postal box by semester or annually. There is typically a $1 key deposit*.

*Box rent / deposit subject to change per USPS

- The following information is required for postal box application:
  - **Residence Hall**  Nellie Lee Hall is 916 N. College Avenue
  - **Street addresses:**  Mark Allen Hall is 865 N. Stadium Avenue  
    Residence Towers is 900 N. College Avenue  
    Wesley Taylor is 837 N. Stadium Avenue

Telephones – Office and lobby phones are restricted to “official use only.” Incoming, non-emergency calls to residents will be referred to pay/common phone numbers if available or by message to resident.

- Private telephone “land line” connections are available in your room. Installation instructions are available from Hall Staff. Please follow procedures carefully to avoid additional charges being assessed by Phone Company provider, currently Century Link.(previously Quest)

- Payphones are no longer available in halls. Cell phone availability/use has outdated this type of service.

- Residence Towers residents have a community phone located in the kitchenette area of each community room that can be used for free local calls, but can also be used for long distance calls with a calling card/800 number/etc. Receiving collect calls is not allowed at any time. Students can receive incoming calls.
Lost and Found

- Report lost items to the Student Life Office in Activities Center
- Bring found items to the Student Life Office
- If you believe the property might be stolen, please report to the Campus Police Office located on Middle Campus along College Avenue as soon as possible.
- Many insurance company policies are available for student’s personal belongings. The Housing/Student Life Office can provide you with informational pamphlets and other insurance resource material.

Parking:

- Is free for all students around campus and residence halls
- Is prohibited in all red, yellow, or blue spaces (except with a Disabled Parking Permit) and in front of trash containers. Violators are subject to citation.

Television

- Basic cable service is provided in each room/suite via a cable port. Students must provide their own coaxial cable for hookup. Service upgrades such as Internet/phone/movies are available from service provider (Cable One) at student’s expense.
- TVs are provided in common areas of each hall for use of all residents. The televisions may not be relocated at any time. Please use with care.
In Residence Towers, each community is provided with a campus phone. Campus phones are also available in Nellie Lee Hall and Wesley Taylor Hall. The phones and related equipment are property of EAC.

Residents may use campus phones for free local calls. Local calls can be made by dialing “9” then number you are calling. Direct long-distance phone calls cannot be made from college provided community phones.

Credit cards, calling cards and 1-800 numbers may be used to place and bill long distance calls on EAC provided campus phones in each location. Residence should dial “9” then follow the instructions on their cards or dial the 1-800 numbers.

Accepting collect calls is not permissible at anytime, by residents or staff, on any campus phone, including those phones placed in communities.

Campus phones and/or related equipment may not be used for conducting solicitations/personal-business related calls, or accessing Internet providers at any time. Any related charges to phone will result in loss of campus living restrictions and/or charges to student(s).

Accepting collect calls is not permissible at anytime, by residents or staff, on any campus phone, including those phones placed in communities.

Harassing calls which include threatening physical harm or damage to any person or property; using vulgar, indecent, obscene, or offensive language, or to make sexually suggestive remarks; harass, intimidate, annoy, or disturb the peace and quiet of any other person is strictly forbidden and not permissible at anytime.

One telephone line is provided per resident per suite in Residence Towers and one per room in other halls for private land-line connections; residents must provide their own telephone equipment. In Residence Towers, one data port per resident per suite is also provided; residents must provide their own computers and necessary equipment to utilize campus data port. There is no charge to access data ports/Internet if you are a resident of Residence Towers. All residence halls on campus have WiFi connectivity in most areas.

Additions to, modifications of, and unauthorized connections to existing wiring systems are prohibited—such systems include electrical, telephone, data, and television/radio signal wiring and distribution systems. Residents are prohibited from installing additional wiring or distribution systems, including satellite dishes. Only the jacks and outlets provided in a resident’s room/suite may be used for obtaining electrical power or for connecting telephone, television, or data transmission equipment.

EAC will repair without charge all interior telecommunication wiring to telephone jacks in student room/suites except when damage to jacks or wiring is caused by vandalism or tampering with the jacks, lines or equipment. In the case of such damage, EAC will perform the repair and charge the cost of the repair to the resident or residents responsible.
Medical Info

- There are no medical services on campus. If you need assistance getting medical attention, a sick tray, or contacting your instructors because of an illness/injury, please let your Head Resident know as soon as possible. You may also contact the Student Life Office or Counseling Office for assistance.

- A list of medical providers is included in this section of this Handbook. (Supplement after page 6)

Medical Insurance

- Medical Insurance info available in Housing/Student Life Offices
- If you are covered by your parents’ insurance, be sure to have the policy name, number, and co-payment
- If you are not covered by your parents’ insurance, you may be eligible for indigent funds available through programs of the county/state. Please refer to the ACCHS web site for additional info: http://www.azahcccs.gov/
Clinic, hospital, and pharmacy information provided on the next page are for general reference only. There are a variety of medical services available in the local area with listings provided online and in local phone directories. All directory info subject to change.

If you are under 18 years old…

- Generally you will need a notarized letter from your parent(s) or guardian(s) giving permission for you to be examined by medical personnel.
- Medical services may also require current health insurance information on the letter from your parents.
- In the event of an emergency, typically your parent(s) or guardian(s) can provide authorization for medical treatment over the telephone.

Medical appointments and insurance

- When making appointments, check with medical provider if your medical insurance is accepted by them.
- You may be required to pay a “co-payment” at the time of your visit or after services are provided.
- In some cases you may need to pay the entire amount of the service and file your own insurance claim form to receive reimbursement.

Students that may not have insurance

- Students, under certain conditions, can apply for AHCCS health insurance. Arizona Health Care Cost Containment System (AHCCCS) is Arizona’s Medicaid agency that offers health care programs to serve Arizona residents. Individuals must meet certain income and other requirements to obtain services. Please refer to their website for further information. http://www.azahcccs.gov/
- The Graham County Health Department can assist students with some services. The mission of the Graham County Health Department is to provide public health services to the residents of Graham County through health promotion, disease prevention and accessibility. The Graham County Health Department is staffed by a multidisciplinary team of professionals offering a variety of services.
## Hospital-

<table>
<thead>
<tr>
<th>Medical Center</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount Graham Regional Medical Center</td>
<td>1600 S. 20th Avenue, Safford, AZ 85546</td>
<td>928-348-4000</td>
</tr>
<tr>
<td>Gila Valley Clinic</td>
<td>1680 S. 20th Avenue, Safford, AZ 85546</td>
<td>928-428-1377</td>
</tr>
<tr>
<td>Graham County Health Dept.</td>
<td>826 W. Main Street, Safford, AZ 85546</td>
<td>928-428-0110</td>
</tr>
<tr>
<td>Main St. Family Medical</td>
<td>500 W. Main Street, Safford, AZ 85546</td>
<td>928-348-7100</td>
</tr>
<tr>
<td>Mt. Graham Family Practice</td>
<td>1300 S. 20th Street, Safford, AZ 85546</td>
<td>928-428-3122</td>
</tr>
<tr>
<td>Mount Graham Regional Medical Center</td>
<td>1600 S. 20th Avenue, Safford, AZ 85546</td>
<td>928-348-4000</td>
</tr>
</tbody>
</table>

## Clinics-

<table>
<thead>
<tr>
<th>Clinic</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ Family Health Care</td>
<td>2241 W. 16th Street, Safford, AZ 85546</td>
<td>928-348-1600</td>
</tr>
<tr>
<td>Family Medical Center</td>
<td>1492 S. 20th Avenue, Safford, AZ 85546</td>
<td>928-348-2151</td>
</tr>
<tr>
<td>First Care</td>
<td>2081 W. Hwy 70, Thatcher, AZ 85552</td>
<td>928-348-0000</td>
</tr>
<tr>
<td>Gila Heath Resources</td>
<td>118 5th Street, Safford, AZ 85546</td>
<td>928-424-2110</td>
</tr>
</tbody>
</table>

## Pharmacies -

<table>
<thead>
<tr>
<th>Pharmacy</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walton Drug</td>
<td>1520 W. Thatcher Blvd, Safford, AZ 85546</td>
<td>928-428-6366</td>
</tr>
<tr>
<td>Safeway</td>
<td>2125 W. US Hwy 70, Thatcher, AZ 85552</td>
<td>928-428-7244</td>
</tr>
<tr>
<td>Thriftee Food &amp; Drug</td>
<td>755 S. Central Avenue, Safford, AZ 85546</td>
<td>928-428-1156</td>
</tr>
<tr>
<td>Walgreens</td>
<td>1995 W. Thatcher Blvd, Safford, AZ 85546</td>
<td>928-428-5092</td>
</tr>
<tr>
<td>Wal-Mart</td>
<td>755 S. 20th Avenue, Safford, AZ 85546</td>
<td>928-428-2291</td>
</tr>
</tbody>
</table>

---

**Eastern Arizona College**

615 N. Stadium Avenue  
Thatcher, Arizona 85552  
Phone: 928-428-8354  
Fax: 928-428-83741
Use of EAC Computer Equipment, Programs or Accounts Including Internet Access

EAC provides computers, telephone lines and Internet access equipment for your responsible use. Inappropriate use of EAC computer equipment, programs or accounts may result in termination of the privilege of using these items and may result in discipline including dismissal. You are also responsible for guests who use your computer to access the Internet utilizing EAC’s programs or accounts.

**Users Shall Not:**

- Transmit, publish, display, retrieve or store any information or material in violation of state or federal law. This includes federal copyright laws.

- Transmit, publish, display, retrieve or store any information or material that is obscene, profane, physically or sexually abusive, sexually explicit, or displays males or females in a state of undress or engaging in conduct that would be considered inappropriate for general public viewing or general viewing in the general workplace.

- Transmit, publish, display, retrieve or store any information or material that reasonably could be construed to create a hostile or offensive environment for members of a particular sex, religion, race or ethnic background.

- Engage in conduct reasonably likely to disrupt use of the Internet or use of other EAC computer equipment or resources by others.

- Use EAC computer equipment or resources for a commercial or political purpose.

- Engage in conduct reasonably likely to compromise any system security device or security program.

- Engage in conduct likely to harm or destroy data or software maintained by another user without that user's express consent, or to harm or destroy computer equipment.

**Web Cams**

Web Cams are not allowed at anytime in EAC’s campus residence halls. Student resident’s right to privacy is of highest priority in all residence halls. Any device used or action taken by a resident against another, that is not conducive to a student’s right to privacy, will not be tolerated at any time.
Welcome to EacStudentNet, a way for students using their own computers to access the internet on EAC's Thatcher campus. With EacStudentNet, we've created an easy process so that you can get connected in about 20 minutes.

At this time, EacStudentNet is available via wired network ports in the Residence Towers and also wirelessly at the "Hotspots" identified below. As EAC Computer Services provides additional areas of wired/wireless internet access for students on our Thatcher campus, we’ll continue to update this webpage with those locations.

EAC Acceptable Use Policy -
http://www.eac.edu/Student_Services/Computer_Services/policy.shtm

EAC Network Access Standards -
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/standards.shtm

Peer-to-peer Networking Standards-
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/P2P.shtm

Minimum Computer Requirements-
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/Minimums.pdf

Connecting to Residence Hall Networks -
Windows XP | Windows Vista | Windows 7 | Macintosh

Connecting to On-Campus Wireless Hotspots
http://www.eac.edu/Student_Services/Computer_Services/Student_Network/AddWirelessDevice.pdf

Instructions for Common Operating Systems
Windows XP | Windows Vista | Windows 7 | Macintosh | iPad | Android

Hotspots:

Current North Campus Locations:
GLH Jr. Activities Center
Math-Science Building (MS)
Wayne M. McGrath High Tech Center (HTC)
North Campus Classrooms (NC)
Alumni Library
Mark Allen Hall
Nellie Lee Hall
Residence Towers
Maintenance

Current Middle Campus Locations:
Academic Programs Building & NAU Extension (AP)

Current South Campus Locations:
Student Services Building
ASPIRE Den
Nursing Education Building (under construction)

EacMonsterNet Technical Support
Troubleshooting Guide
FAQ's
Section 8
General Hall Regulations
Area Restrictions:

- Opposite/same gender visitors can visit the room/suite/community/RT courtyard areas only during established visitation hours.

Closure of Residence Halls:

- Halls are closed to all students during the Thanksgiving Break, Semester(holiday) Break, Spring Break and during the summer. At times, students are a participating member of an EAC group that is required to stay on campus during established breaks. All other residents generally will not be allowed to stay in residence halls during scheduled breaks. Students do not have to move out of their room during these breaks unless they are not returning for a subsequent semester.

Residence Hall Doors:

- For the safety and security of our residents, entry doors, wing doors, community, and laundry room doors are to be kept locked. Residents will need their room key to access these entry points. If you prop a door, you are in violation of Residence Life Policy and can be disciplined and fined a fee of $10.

Drug and Intoxicant (alcohol) Policy:

- Eastern Arizona College/Residence Life policy as listed below: (Excerpts from the EAC General Catalog)

  “The manufacture, distribution, dispensing, possession or use of a controlled substance by any person on GCCC District property or as part of any of the District’s activities is prohibited.”

  A ‘Controlled Substance’ is defined as an illegal drug, a legal drug used in excess of recommended dosage, an alcoholic beverage, and/or any mind-altering substance. Marijuana, even when employed for a medical use, is considered to be a “controlled substance” under this section.”

- Intoxicants – No employee, student, or guest may bring intoxicants onto campus, into a classroom, residence hall, or campus facility. No person can use an intoxicant on campus at any time. No person may enter a classroom, residence hall, or campus facility under the influence of an intoxicant. A violation of this policy will result in dismissal, disqualification, or eviction from campus housing. You may also be subject to legal action by local authorities. POSSESSION, including alcohol in the body, consumption, OR BEING IN THE PRESENCE OF ALCOHOL whether you are under or over the age of 21 is prohibited in the residence halls and on the entire campus at all times. Possession of empty alcohol containers implies a violation of the above-mentioned policies. To avoid confusion and subsequent expulsion, you are not allowed to keep empty alcohol containers in your room even if it is only intended as a souvenir.

- Drugs, hallucinogens, narcotics, etc. – The possession of any type of drug, hallucinogen, narcotic, or similar illegal material including marijuana, and/or related paraphernalia, or any mind-altering substance, is strictly forbidden on campus. Any student or College employee found possessing, using, under the influence of, or selling such drugs or related materials in this general category, is subject to immediate loss of campus housing privileges and possible expulsion from College, as well as, legal action by local authorities.

- Violation of any of the policies mentioned above will result in your campus living privileges being revoked.
Explosives, Firearms, Paintball Guns, Archery Equipment, Simulated Weapons, and other similar Weapons, are prohibited. This includes, but is not limited to:

- Rifles, shotguns, handguns, bows, crossbows, BB guns, Airsoft guns, or any device which can discharge a projectile. Ammunition for such a device is also prohibited
- Knives, switchblades, saws, hatchets, axes
- Clubs, chains, or any other similar offensive weapons
- All paintball devices and accessories
- Simulated toy weapons of any kind
- Fireworks, smoke bombs, or any other explosive material/device

**Weapons for class** – Weapons, possessed and used as part of a course of instruction at EAC, for exhibition purposes, must be stored at an off-campus location and prohibited from being possessed / used on campus other than scheduled course/class times. Ammunition, of any kind, not allowed on campus.

**Paintball** – Paintball cleanup can be costly and time consuming. Residents are subject to clean up fees generated by paintball damage. Please help reduce costs to all students by assisting hall staff identify person or persons responsible for paintball damage.

**Gambling**

- Gaming involving money is prohibited everywhere on campus

**Skateboards and Rollerblades:**

- Prohibited on the entire interior of campus. Sidewalks along Stadium and College Avenues are subject to local town ordinances.

**Solicitation/ proselytizing:**

- Prohibited on campus without prior approval from the Dean of Student Life. Solicitation / Proselytizing in any residence hall, not allowed at any time.
Unauthorized College Property in Resident Rooms:

- Unauthorized College property not allowed in residents rooms at any time. Residents can be charged $10 for the removal of the property. Campus Police notified to investigate the possession of such items.

Windows/Emergency exits

- Windows are for EMERGENCY EXIT only! Windows are never used as an entrance or a non-emergency exit. **Window screens will never be removed other than for an emergency.** Violations can result in loss of campus living privileges. Non-residents found entering windows or the hall during unauthorized times, may be charged with criminal trespass and/or (attempted) burglary.

- Persons loitering outside hall **windows/emergency exit doors** is considered a security risk, noise disturbs surrounding rooms, and is a violation of Residence Life and Student Life Policy. Please keep these areas clear at all times.

Pets

- No pets of any type are allowed at any time in the residence halls. Residents are not allowed to keep any animal, reptile, fish, or any living species that could be construed as a pet. Visitors are not allowed to bring their "pets" into the residence halls at any time.

- Pets pose a serious health risk in the confined spaces of the residence halls. Residents who have a roommate keeping a pet or pets in the hall, should report them to the Residence Life Staff immediately. No exceptions to pet policy will be made at anytime.

- Residents found with pets will be asked to remove them immediately, clean or pay for cleaning of room/area where pet was kept. Residents are expected to comply with pet regulations at all times.

- Service animals for students with physical disabilities must be approved in advance of stay so that appropriate room assignment can be arranged. Please refer to the Counseling Office and Housing Office for approval procedures.
RESTROOM/ SHOWER USAGE

- Male/Female Restrooms are provided in all residence halls and in most buildings on campus.

- Use of common restroom facilities by appropriate genders is not generally restricted although appropriate use of facilities is mandatory at all times.

- No location on campus, except for appropriate restroom facilities, may be used to urinate, defecate or otherwise eliminate any bodily waste products at anytime. Urine, feces, or any other bodily waste may not be stored in any residence room, residence hall hallway, in or around any residence hall, or in any other location on campus at anytime.

- Restrooms/shower areas in residence halls may be restricted from use during certain hours when necessary for maintenance or safety upgrades. Non-residents may not use these facilities at any time unless they are an approved guest. There may be times at which no non-resident is allowed to use these areas as necessary for maintenance or safety. Hall residents have priority access to restroom /shower areas in residence halls when appropriately available.

- Relieving one’s self of bodily fluids/solids in a public area on campus, other than an appropriate restroom, may be considered indecent exposure, as well as a health hazard, which is a violation of state and local laws and may result in a possible citation being issued to the party in violation. Violators will also face EAC disciplinary sanctions that can include loss of campus living privileges and/or academic suspension or expulsion.
• Smoking and/or use of smokeless tobacco, E-cigarettes, or related tobacco products is not permitted in any building or structure, near the entryways of those buildings or structures, at any time on the EAC campus.

• All EAC residence halls prohibit smoking, use of E-cigarettes, and/or the use of smokeless tobacco at all times. Smoking is not allowed at any time near the entries of residence halls or near the windows of any hall rooms/suites. Smoking is prohibited at all times within a 50 foot perimeter of the roof line of any residence hall, under any overhangs or covered walkways/stairwells/seating areas connected to, or adjacent to a resident hall.

• Smokers should use appropriate ash cans when disposing of their cigarette butts and ashes. Ash cans are located outside several buildings on campus for that purpose. Please do not discard butts into trash cans or on the ground. In addition to being a severe fire hazard, thoughtless discarding of butts is unsightly and takes away from the beauty of the campus.

• E-cigarettes- Recent problems with these products exploding/catching on fire pose an extreme fire risk for all residents. E-cigarettes may not be stored in any residence hall on campus.

If you feel the need to smoke/use tobacco products, please be considerate of others around you that may not. Smoking and its lingering odor is offensive to some and might be an allergy source for others. Please use appropriate locations for smoking at all times. Likewise, smokeless tobacco use can leave an unsightly mess when users spit on EAC’s campus. Please be considerate of the Campus Community.
Regulations concerning weapons

- EAC does not allow firearms, archery equipment, simulated firearms, bb or airsoft guns, paintball guns, or anything that has the capability of discharging a projectile. Ammunition for these items cannot be stored in the residence halls or possessed on campus at any time. **If a resident is found in possession** of a firearm, simulated firearm, bb or airsoft guns, paintball gun, or anything that has the capability of discharging a projectile, as well as, related ammunition, **they will be subject to immediate eviction from the residence halls and possible expulsion from EAC.** Any devices designed to discharge a projectile should be kept out of resident halls or anywhere on campus at all times.

- If a resident is observed discharging a weapon or device that discharges a projectile, not only are they endangering other residents and defacing and/or causing damage to the residence hall or other buildings, they will be subject to disciplinary actions and associated damage charges, and risk possible expulsion from EAC and/or eviction from residence halls.

FYI: Paintball cleanup can be costly and time consuming. Residents are subject to clean up fees generated by paintball damage. Please help reduce costs to all students by assisting hall staff identify person or persons responsible for paintball damage.

Firearms, Weapons, and Fireworks

- Firearms of any type, defensive/offensive weapons, or fireworks are not allowed in the residence halls at any time. Rifles, shotguns, handguns, switchblades, hunting knives, any illegal knives, clubs, chains, or any other item that may be considered a defensive or offensive weapons are strictly forbidden. All Simulated or projectile weapons, as well as fireworks of any type, are also prohibited on campus or in its residence halls. If you are found in possession of or in the same area of any of these items, you will be subject to immediate eviction from the hall and expulsion from EAC.

- **Firearms or other weapons, are not allowed anywhere on campus, at any time,** except in appropriate, approved, classroom settings, for exhibition only. Ammunition is not allowed at any time on campus or in residence halls.

- **Fireworks possession or use is limited by law in Arizona.** Residents in possession of fireworks, ON CAMPUS, or in the residence halls, will be reported to Campus Police for possible criminal charges and/or citations. Residents exploding or otherwise activating any type of fireworks in the residence hall not only endanger themselves and others, but are subject to the loss of Campus Living Privileges.

Water balloons

- **Water balloons or similar containers** that hold any type of liquid and/or powder substance are not allowed in or around the residence halls at any time. They are not allowed elsewhere on campus unless part of a pre-approved ASEAC student activity in an appropriate location and properly supervised setting.
Tattooing

In accordance with Sections 13 and 44 of the Arizona Revised Status, “Tattooing” out of a home or impermanent structure is a violation of state law. The business of tattooing out of a “home” is class 6 felony as indicated in the statues.

Residence halls/rooms are considered a “home” in this application even though they are a temporary, contracted, living arrangement for students.

EAC’s Student Code of Conduct does not allow violations of State, County, or Local Laws.

Tattooing, by residents or non-residents, within any living area of a residence hall, is strictly prohibited at any time.

Reports of students engaged in tattooing will be referred to Campus Police for possible citation. A report will also be referred to the Director of Student Life for judicial review.
Section 9
Check-Out Procedures
Meal Plan Refunds-
- Please be aware that: Students, who cancel their meal plan prior to 60% of the campus food service period for the semester ending, will be eligible for a pro-rata refund, only if they checkout of their hall room and completely withdraw from EAC.

Room Cost and Housing Deposit Refunding-
- Students are eligible for a full refund of their Housing deposit if they cancel their room reservation on or before July 15th for the Fall Semester or December 15th for the Spring Semester. Or, if they cancel their hall stay/check-out after the end of the semester registration period, students are eligible for a refund of deposit minus any applicable damage charges. Cancellations occurring between July 15(Dec. 15) and the end registration period for the semester will result in deposit being forfeited.
- Students are eligible for a full refund of room cost if they cancel their reservation on or before the day the hall opens for semester check-in. Students get a 50% refund of room cost if the cancel their reservation or checkout of a resident hall after hall opens for the semester and prior to the end of registration for that semester. After the end of registration period for the semester, students are not eligible for a refund of room cost.
- After July 15(or Dec. 15) deposit is forfeited upon cancellation of reservation or if a student hasn’t checked into their assigned hall before the end of the first day of classes for that semester

Returning Student Reservations
- Complete a “Returning Student Room Reservation Form” that will be distributed by Residence Life Staff near the end of each semester.
- On the form, you will indicate which hall and/or room you would like to reserve for the subsequent semester. You will also select the meal plan you would like on form. Your deposit will be carried over to next semester. You will be responsible to pay for any damages charges incurred prior to the start of the next semester.
- If you do not plan to return to a hall, indicate that you want a refund of your deposit on the reverse of the “Returning Student Room Reservation Form” and provide you current mailing address for processing. You may also have refund put on the Higher One card.
- Please complete the short satisfaction survey on the form.
CHECK-OUT PROCEDURES

Check-Out Procedures:

Note: Check Out Procedures must be completed with Head Resident of the hall to be eligible for Housing deposit refund and be released from responsibility for room

1. **Remove all personal items** from the room.

2. **Vacuum, dust, remove all trash** and make sure the room is clean or you will be assessed and charged a $25 cleaning fee. Additional time needed for excessive cleaning of room will be assessed at $25 an hour.

3. **Return all room-furniture** to original check-in configuration.

4. **Set an appointment time** with the Head Resident to check out. Inspect the room with the Head Resident at the scheduled time. If a student opts to leave campus before room is inspected, **student continues to be responsible for contents and/or any damage to room until inspected by Head Resident.**

5. **Sign and date your Residence Hall Checklist with Head Resident** to avoid any continuing damage charges and/or responsibility for contents of room. Damages will be assessed and included on the check-out form.

6. **Return your room key.** A non-returned key will assessed and charged to student. $50 for Traditional Halls; $62.50 for Residence Towers.

7. Please be aware that you can no longer reside in the hall after you have completed the check-out procedure and checked-out of your room or suite.

8. If there is an extenuating circumstance in which you cannot personally pack your belongings and complete check out procedures, please provide written permission for another party to do so. If you abandon your room or otherwise are unable to remove personal items at the time of checkout, then the Head Resident will pack your items in order to protect them from theft and/or to free up your room space. The College is not responsible for shipping personal belongings and will dispose of them at the conclusion of the semester. Storage charges are applicable.

**Last Two Weeks of Semester**

- Confirm final exam schedule and location. Typically, a missed exam cannot be made up.
- Read Hall notices regarding check-out procedures and times.
- Return borrowed items and pay debts.
- Disconnect telephone service and special cable services
- Leave a forwarding address with the U.S. Post Office
Assessment for Loss, Breakage, or Damage

- Assessment repair and/or replacement costs will be determined by Residence Life Staff and/or the College Maintenance Department.
- Costs will include repair/replacement and associated labor.
- Damages occurring during the semester must be paid for at the time of occurrence/assessment. Damages assessed at check-out must be paid prior to the beginning of the next semester if returning. The $150 deposit is to cover damages which may be assessed when a student checks out of the hall and cancels his assignment/reservation.

There are two types of damages for which you can be charged:

**Individual Damage**

- Is any loss, breakage, vandalism, damage, fines, or extensive trash for which you are responsible located anywhere in the interior or exterior of the hall. Students are responsible for room damage/contents until they complete the check-out process with the **Head Resident**.

**Common Damage**

- Is any loss, breakage, vandalism, damage, or extensive trash for which the responsible party is unknown and damage is located anywhere in the interior or exterior of the hall. Charges are shared by all students living in the hall or in an area/wing such as a community or suite in Residence Towers.
- Costs to students can be reduced if you are able to help your Head Resident/Housing Office identify the responsible party causing damage. Appropriate parties will be charged once identified.
- Damage payments, when necessary, are made to the Fiscal Control Office (Cashier’s counter) located in the Student Service Building.
Section 10
Travel Dates and Sample Forms
RESIDENCE HALL CHECK-IN INFORMATION FOR FALL 2017

* Fall Football Camp Participants* please report to your ASSIGNED HALL for your room assignment on the date as directed by your Coach. The Head Resident of the hall will assign you a room and roommate(s) as you check in. **All camp participants must be invited to camp and listed on camp roster to check-in.**

* Volleyball Camp Participants* will report to a pre-determined residence hall during pre-season camp as directed by coach. **Some VB room assignments may be temporary** to facilitate other camps/cleaning that will take place in other halls. **All camp participants must be invited to camp and listed on camp roster to check-in.**

- Hall Check-In begins at 9am-1pm, Thursday, August 17. “Monster Bridge 2017” New Student Orientation session will begin at 1pm that day.

- Returning student check-in for all halls will also begin at 9am on Thursday, August 17.

- Food Service in cafeteria will begin at Noon on Aug. 17 for students with paid meal plans

---

**ROOM AND MEAL PLAN** are to be paid prior to Hall open date of Aug. 17

If not paid by that date, your reservation can be forfeited and your space passed to next student on a wait list. If you are expecting financial aid or scholarship(s) to assist with your fees, please call the Fiscal Control Office (ext. 8221) to check your account status as soon as you can to finalize payments. You may need to coordinate your check-in time with Financial Aid and Fiscal Office hours listed below.

- **Step 1** – If you haven’t already paid for room and meal plan, visit the Fiscal Office/Cashier's Window in the Student Service Building to finalize payment and arrange to **pick up your Student ID card**.

  **The Cashier's/Fiscal Control and Financial Aid Offices** in the Student Services Building are open:

  - Monday through Friday, 8:30 a.m. – 4:30 p.m.

  **Note!** Students who check-in when the Cashier's Window is closed, will not be able to pick up their Student ID until the next day, if card is ready (or Monday if during weekend). Only students with their ID/meal ticket (or receipt) or cash will be allowed to dine at Sodexho Food Service if not on current paid list. Other arrangements must be made in advance of meal times with Food Service Director/staff.

- **Step 2** - Report to your **assigned hall** to complete check in, get your room/suite assignment, and key.

- **Step 3** – If you haven’t already, **read the information in the Residence Life Handbook. (available on EAC website)** As you check-in, you become responsible for the information provided in the handbook, as well information listed on your Hall Check-in form and other check-in documents.

Please notify the Housing Office at 1-800-678-3808 Ext. 8605 if you will be arriving after 5 p.m. on Monday, August 21.
# Important/Travel Dates for Fall Semester 2017

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Tuition Payments must be made by -</td>
<td>Monday, July 24</td>
</tr>
<tr>
<td>Room and Board Payments must be made PRIOR TO -</td>
<td>Thursday, August 17</td>
</tr>
<tr>
<td>Food Service Open at noon beginning -</td>
<td>Thursday, August 17</td>
</tr>
<tr>
<td>Classes Begin -</td>
<td>Monday, August 21</td>
</tr>
</tbody>
</table>

All Students are **REQUIRED to leave** the Residence Halls during the following time periods:

(Unless **required** to stay for an EAC sponsored activity)

**Thanksgiving:**
- Wednesday, November 22, at 6 pm, **Food Service closes**
- Thursday, November 23, at 7am, **Residence Halls Close**.
- Sunday, November 26, at 5 pm, **Residence Halls & Food Service open**.

**Semester Break:**
- Thursday, December 114, at 6pm, **Food Service closes**
- Friday, December 15, at 7am, **Residence Halls Close**
- Sunday, January 7, at 10am, **Residence Halls open for the semester**.
- Sunday, January 7, at noon, **Food Service open for the semester**

## Insurance

Health and Theft Insurance pamphlets are available in the Housing and Student Life Offices in the event you may want to purchase coverage or add to your current coverage. Information about the different coverage offered can also be view on their respective Web sites. A few of the site are provided below as examples. Health policy plans can be found in Sentry Life’s web site: [www.ejsmith.com](http://www.ejsmith.com) Theft/fire policy plans can be found in National Student Services web site: [www.nssi.com](http://www.nssi.com). There are several companies that provide coverage plans. Please take the time to research which plan would best suit your individual needs before purchasing any insurance plan.

## Yearbooks

Be sure to attend the first ASEAC Activity or other notified dates through the fall and spring semesters and get your yearbook photos taken!! Yearbooks are free to all students that have their yearbook mug shot taken during the academic year. Those that have not taken a mug shot will have to pay the current price to receive a yearbook.

## Personal Items

It is always wise to mark all your personal items with an identifying mark prior to moving into the residence halls. The Housing Office will have engravers available to use after the semester begins. Don’t forget to mark your clothes as well.
Residence Hall Application and License Agreement Information

Please read this information before completing and signing the attached Residence Hall Application. Following are the “Terms and Conditions” governing application for, assignment to, and occupancy of the residence halls at Eastern Arizona College. The College reserves the right to deny campus housing, change room assignments, or remove a student from campus housing if it is felt to be in the best interest of the student and/or the College. You may also apply online at www.eac.edu/campus_life/housing/formchoice.shtml

Room Availability
The 370 spaces in Campus Housing are at a premium, especially during Fall Semester. There is typically a waiting list for the Traditional Halls in the Fall and both semesters for Residence Towers. Assignments are made in the following order of priority:
1. Returning residential students
2. Room Scholarship recipients in Traditional Halls only
3. New students by date of receipt of application and $150 deposit
4. All academically-active part-time students on a space-available basis only

*All applications for Residence Towers are handled in chronological order. There are no spaces reserved for scholarship recipients.

Application and Assignment Procedure
1. Apply early because your place on the Housing Assignment List is based on the date of receipt of the completed application and $150 deposit. Attach a check or money order made out to Eastern Arizona College. You may also pay with a credit card by calling the Housing Office at 1-800-678-3808, ext. 8605.
2. Within two weeks of submission, you should receive an email acknowledging receipt.
3. By mid-May (December for Spring Semester housing), our returning students will have completed their reservation process and the Housing Office can determine the number of spaces available for new students.
4. In early June (early-December for Spring Semester housing), a housing assignment email along with roommate preference questionnaire will be emailed to applicant. From that point on, assignment letters are emailed to new applicants to fill spaces as they may come available throughout the reservation period.
5. In early July, check-in informational packets will be sent to assigned applicants. If you do not want your room, you have until July 15 (December 15 for Spring Semester housing) to request a refund of your $150 deposit.
6. Communication will be by email or U.S. mail, and occasionally by telephone. It is your responsibility to access these communications in a timely manner. The Housing Office is available throughout the year to verify receipt of applications/deposits and check on hall space availability.

Campus Housing Waiting List
Do not panic! Waiting lists are a normal part of campus housing. If you are placed on a waiting list, please call the Housing Office at 1-800-678-3808 Ext. 8605 to determine your current status. College students’ plans change constantly and the waiting list can change from moment to moment. Residence hall spaces become available continually throughout the process.

Residence Towers Waiting List
If you are on a waiting list for Residence Towers, you may be assigned to a Traditional Hall (Mark Allen, Nellie Lee, Wesley Taylor) until a space becomes available in Residence Towers. When a space becomes available, you will be contacted by email or by Residence Life Staff notifying you of your status and a time frame in which you are to move into Residence Towers.
If you do not move within the time frame established, or opt to stay in a Traditional Hall, your name will be passed and the next student on the waiting list will be notified.

The difference in room cost for Residence Towers must be paid before checking in. The Housing Office can assist you in determining that cost. If you prefer to wait off campus instead of being assigned to a Traditional Hall, please notify the Housing Office.

Damages/Alarms
You will be charged for individual damages/false fire alarms and/or community damages for which the responsible party remains unidentified. You can help reduce your costs by locking room and hall/community doors, limiting visitors, and identifying students causing damage.

Refunds
The $150 deposit is your reservation deposit. If you do not move into campus housing, it will be refunded if:

• You cancel on or before July 15 for Fall Semester or December 15 for Spring Semester; or
• Cancel link: www.eac.edu/campus_life/housing/confirmcancel.shtml
• You have not been assigned to campus housing and ask to be removed from the list.

As you check into campus housing, the $150 converts to your damage deposit. It will be refunded minus any individual or community damages if you move out of campus housing after the end of the late registration period for that semester. The damage deposit carries over from semester-to-semester when you reserve your room as a returning student. You will be required to pay any damage costs incurred so that the deposit remains at $150 at all times. It takes three to four weeks after check-out to process a refund. You should not expect the refund to be available at departure.
• Students who cancel a residence hall reservation on or before the day the residence hall opens will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50 percent refund of room costs. There is no refund of housing cost after the end of registration.

• Students must check-out with head resident to be eligible for refund and be released from responsibility for room.

Payment/Check-In

The halls open a few days before classes begin. You will be notified of the date by email. Your room and meals must be paid for by this date or you will lose your reservation. If you do not claim your room in person or by telephone by 5 p.m. of the first day of classes, your space will be reassigned.

Hall Closures

All halls close for Thanksgiving weekend. The halls are also closed at the end of each semester and during Spring Break. They are not open during the summer. You are required to be out of the hall on-or before the date of each closure. All personal belongings must be completely removed over the summer. There is no access to the halls during closures. Exceptions must be cleared with the Housing Office two weeks prior to hall closures.

Residence Hall Standards

All hall residents are expected to be knowledgeable of and follow all the guidelines and regulations included in the Residence Life Handbook.* The following is a summary of regulations you are required to follow immediately upon check-in:

• Smoking and tobacco use are not permitted in any campus building. No smoking is allowed within 50 feet of any residence hall.

• Possession, consumption, or being in the presence of alcohol is prohibited in the residence halls and on the entire campus.

• Possession, use, sale, or distribution of illegal drugs or using controlled substances/prescriptions in excess of prescribed use is against the law and a violation of Student Code of Conduct. Residents may not have drug and/or related paraphernalia in the halls or on campus.

• All weapons, simulated weapons, or paintball apparatus are prohibited in all campus areas. Possession and/or use on campus will result in immediate expulsion.

• Behavior that may result in personal injury or damage to property is not acceptable. This includes practical jokes and tampering with alarms.

• You will be charged $50 for each lost key in Traditional Halls and $62.50 in Residence Towers. Please stop by and check on your housing status.

• You will be charged $50 for activating alarm equipped doors during a non-emergency. If the culprit is unknown, the charge will be shared as a community damage charge.

• Theft will result in the loss of campus living privileges, possible expulsion from EAC, and possible legal actions taken against you.

• Roller blades, skateboards, and bicycles cannot be used on campus sidewalks or in any building on campus.

• Microwaves are NOT allowed in any residence hall room. Microwaves are provided in common areas of the hall for resident use.

The College reserves the right to inspect rooms for cleanliness, safety, repairs, and/or compliance with policies and rules at any time.

*For a comprehensive list of Residence Hall regulations and policy, a copy of the Residence Life Handbook can be found online on EAC’s website at www.eac.edu/campus_life/housing/residencelifehandbook.pdf

Residence Hall Cost Information for 2017-2018

• The refundable $150 Reservation Deposit must be submitted with this application. This deposit is NOT covered by scholarships or financial aid.

• Room and Board costs must be paid prior to the first day of Hall Check-In at the beginning of each semester or your room reservation will be cancelled. Students who cancel a residence hall reservation on or before the day the residence halls open will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50% refund of room costs. There is no refund of housing cost after the end of registration.

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Halls—</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Allen and Nellie Lee</td>
<td>$1,535</td>
<td>$1,040</td>
</tr>
<tr>
<td>Residence Towers</td>
<td>$2,055</td>
<td>$1,365</td>
</tr>
<tr>
<td><strong>Cost difference for Residence Towers</strong></td>
<td>$520</td>
<td>$325</td>
</tr>
</tbody>
</table>

• Room scholarship recipients who are assigned to Residence Towers must pay the additional cost for the Residence Towers before checking in. It is not included in the room scholarship.

Board Cost Information for 2017-2018

• All residential students are required to purchase a meal plan. A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with “unlimited seconds.” Unused meals do not carry over to subsequent mealtimes, days, or weeks.

**Cafeteria Meal Plans (Please indicate your preference):**

Plan A—19 meals per week $2,010 per semester
Plan B—14 meals per week $1,865 per semester
Plan C—10 meals per week $1,765 per semester

• If you are participating in summer placement testing, you may visit the Housing Office located in the lobby of Residence Towers. Please stop by and check on your housing status.

• If you have Housing and/or Meal Plan questions, please call 800-678-3808, ext. 8605, or (928) 428-8605.

• Meal plans may be changed through the end of registration for that semester.

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION!
Use this form to apply for Eastern Arizona College Thatcher Campus housing. Please complete both sides of this form, sign, and return with $150 deposit. Tear off the attached information sheet and retain for your reference. You may also apply online at www.eac.edu/campus_life/housing/formchoice.shtm

Please reserve EAC Campus housing for ☐ Fall Semester 20 ☐ Spring Semester 20

Name ___________________________ EAC ID # ___________________________

Mailing Address

Street ___________________________ City ___________________________ County ___________________________ Zip ___________________________ State ___________________________

Telephone ( _____ ) ___________________________ Email Address ___________________________

Date of Birth ___________ ___________ How old will you be when you arrive at EAC* ___________ Gender: ☐ Male ☐ Female

*Students must be 18 by the 45th day of the semester to live in a residence hall.

If you have any physical disability which would require special assistance in housing, please contact the Counseling Office at 1-800-678-3808, ext. 8253 or (928) 428-8253.

Room Scholarship Recipients Only:

Please check the area for which you are receiving a room scholarship:
☐ Baseball ☐ Football ☐ Men's Basketball ☐ Softball ☐ Men's Golf
☐ Volleyball ☐ Women's Basketball ☐ Women's Tennis ☐ Presidential Preferential ☐ Presidential Award of Excellence

Please attach a $150 deposit. Cost for a Traditional Hall will be paid by a scholarship from one of the areas checked above. You will automatically be assigned to a Traditional Hall. If requesting Residence Towers, you will be assigned a space if available, and will need to pay the additional cost. Please note that scholarships do not cover additional cost for Residence Towers or the $150 deposit.

Reservation Information

Please refer to www.eac.edu/campus_life/housing/h_optcost.shtm for room descriptions.

Please indicate your EAC Residence Hall preference:

TRADITIONAL HALLS (Microwaves are NOT allowed.)
☐ Mark Allen North (Male) ☐ Mark Allen South (Female) ☐ Nellie Lee Hall (Male)

RESIDENCE TOWERS COMMUNITIES (A refrigerator is supplied in each community; microwaves are not allowed.)
☐ Male Residence Towers Community ☐ Female Residence Towers Community

Roommate Preference(s)

If you list specific people, they must complete the application process and be on the Housing Assignment List before they can be considered as your roommate. Please indicate your roommate preference below (list up to 3 for Residence Towers):

___________________________________________________________________________ ☐ New Resident ☐ Returning Resident
___________________________________________________________________________ ☐ New Resident ☐ Returning Resident
___________________________________________________________________________ ☐ New Resident ☐ Returning Resident

All students applying for campus housing will also be requested to complete the Roommate Preference Survey. This form is mailed to applicants once a hall is assigned.

over, please
EAC Room Cost Information for 2017-2018
(Prices subject to change. For most current costs go to www.eac.edu)

• The refundable $150 Reservation Deposit must be submitted with this application. This deposit is NOT covered by scholarships or financial aid. Application is “not active” without submission of deposit.

• Room and Board costs must be paid by the first day of Hall Check-In at the beginning of each semester or your room reservation will be cancelled. Students who cancel a residence hall reservation on or before the day the residence halls open will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50% refund of room costs. There is no refund of housing cost after the end of registration.

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Halls</td>
<td>$1,535</td>
<td>$1,040</td>
</tr>
<tr>
<td>Nellie Lee</td>
<td>$2,055</td>
<td>$1,365</td>
</tr>
<tr>
<td>Residence Towers</td>
<td>$1,670</td>
<td>$1,180</td>
</tr>
</tbody>
</table>

Cost Difference Between Traditional and Towers
$520 $325

☐ I am receiving a room scholarship to live in a Traditional Hall as indicated on the reverse side of this form. I will pay the difference in cost to live in Residence Towers, if assigned.

EAC Board Cost Information for 2017-2018

• All residential students are required to purchase a meal plan. A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with “unlimited seconds.” Unused meals do not carry over to subsequent mealtimes, days, or weeks.

Cafeteria Meal Plans for 2016-2017 (Please indicate your preference):
☐ Plan A—19 meals per week $2,010 per semester
☐ Plan B—14 meals per week $1,865 per semester
☐ Plan C—10 meals per week $1,765 per semester

Signature
I have received, read, and agree to abide by the provisions included in this Application and License Agreement. I understand that my failure to abide by these provisions may result in the loss of my housing reservation deposit, meal plan, or campus housing privileges.

Signature of Applicant ___________________________ Date ____________

Signature of Applicant’s Parent or Legal Guardian (If Applicant is under 18 years of age)* ___________________________ Date ____________

*Students must be 18 by the 45th day of the semester to live in a residence hall.

Mail Completed Application and Deposit to:

Eastern Arizona College
Housing Office
615 N. Stadium Ave
PO Box 769
Thatcher, Arizona 85552-0769

For EAC Office Use Only:
☐ Deposit Paid ___________________________ Date ____________
Clinic, hospital, and pharmacy information provided on the next page are for general reference only. There are a variety of medical services available in the local area with listings provided online and in local phone directories. All directory info subject to change.

If you are under 18 years old…

- Generally you will need a notarized letter from your parent(s) or guardian(s) giving permission for you to be examined by medical personnel.
- Medical services may also require current health insurance information on the letter from your parents.
- In the event of an emergency, typically your parent(s) or guardian(s) can provide authorization for medical treatment over the telephone.

Medical appointments and insurance

- When making appointments, check with medical provider if your medical insurance is accepted by them.
- You may be required to pay a “co-payment” at the time of your visit or after services are provided.
- In some cases you may need to pay the entire amount of the service and file your own insurance claim form to receive reimbursement.

Students that may not have insurance

- Students, under certain conditions, can apply for AHCCS health insurance. Arizona Health Care Cost Containment System (AHCCCS) is Arizona’s Medicaid agency that offers health care programs to serve Arizona residents. Individuals must meet certain income and other requirements to obtain services. Please refer to their website for further information.  http://www.azahcccs.gov/
- The Graham County Health Department can assist students with some services. The mission of the Graham County Health Department is to provide public health services to the residents of Graham County through health promotion, disease prevention and accessibility. The Graham County Health Department is staffed by a multidisciplinary team of professionals offering a variety of services.
Medical Service Information*
*For general student reference only

Hospital-

Mount Graham Regional Medical Center
1600 S. 20th Avenue
Safford, Arizona 85546
928-348-4000

Pharmacies-

Walton Drug
1520 W. Thatcher Blvd
Safford, AZ 85546
928-428-6366

Safeway
2125 W. US Hwy 70
Thatcher, AZ 85552
928-428-7244

Thriftye Food & Drug
755 S. Central Avenue
Safford, AZ 85546
928-428-1156

Walgreens
1995 W. Thatcher Blvd
Safford, AZ 85546
928-428-5092

Wal-Mart
755 S. 20th Avenue
Safford, AZ 85546
928-428-2291

Clinics-

AZ Family Health Care
2241 W. 16th Street
Safford, AZ 85546
928-348-1600

Gila Valley Clinic
1680 S. 20th Avenue
Safford, AZ 85546
928-428-1377

Graham County Health Dept.
826 W. Main Street
Safford, AZ 85546
928-428-0110

Main St. Family Medical
500 W. Main Street
Safford, AZ 85546
928-348-7100

Mt. Graham Family Practice
1300 S. 20th Street
Safford, AZ 85546
928-428-3122

Family Medical Center
1492 S. 20th Avenue
Safford, AZ 85546
928-348-2151

First Care
2081 W. Hwy 70
Thatcher, AZ 85552
928-348-0000

Gila Heath Resources
118 5th Street
Safford, AZ 85546
928-424-2110

615 N. Stadium Avenue
Thatcher, Arizona 85552
Phone: 928-428-8354
Fax: 928-428-83741
Eastern Arizona College
Residence Towers Checklist and Regulations

- All student residents must have a $150 damage deposit on file at the beginning of each semester or they will not be assigned to a room.
- All student residents must pay for their room and meal plan prior to check-in each semester.
- All student residents must agree to comply with the regulations described on the reverse of this form and in the Residence Life Handbook.
- All student residents, along with other members of their community, must be willing to establish and abide by a “Community Living Contract”.

Item | Check-in | Check-out | Charges | Comments
--- | --- | --- | --- | ---
1. Bed | | | | 
2. Mattress | | | | 
3. Mattress Cover | | | | 
4. Desk | | | | 
5. Dressers | | | | 
6. Wardrobe/closet | | | | 
7. Padded bench | | | | 
8. Desk Chair | | | | 
9. Wastebasket (7gal) | | | | 
10. Electrical: | | | | 
   a) Switches
   b) Outlets
   c) Light Fixtures
   d) Desk Lamp/Plug/outlet
11. Windows: | | | | 
   a) Glass
   b) Mechanical
   c) Screens
   d) Blinds
12. Walls / Ceilings / Carpet | | | | 
13. Cable Ports: | | | | 
   a) Network
   b) Phone
   c) Television
14. Smoke Detector/protection equipment | | | | 
15. Suite/RR Doors and Door Hardware | | | | 
16. Restroom: | | | | 
   a) Sinks
   b) Mirrors
   c) Cabinets/Cabinet Doors
   d) Shower Fixtures/Curtain
   e) Commode
   f) TP Dispenser
   g) Flooring/Tile
   h) Towel Racks
17. Kitchenette: | | | | 
   a) Sink Fixtures
   b) Cabinets/Doors/ Hardware
   c) Countertops
   d) Refrigerator
   e) Wastebasket (10 gal)
18. Dining Area: | | | | 
   a) Table
   b) Chairs (8)
19. Community Area: | | | | 
   a) Sofa
   b) Lounge Chairs
   c) End Tables / Sofa table
   d) TV Stand/Cabinet
   e) Television
   f) Lamps
   g) Walls / Ceiling / Carpet
   h) Light Fixtures / Smoke Alarms
   i) TV/phone Cable Port
   j) Cleaning Equipment
   k) Door and Door Hardware

19. KEY item/return Issued __ Return __

- **CHECK-IN** Date: _____________

Signatures: Resident __________________________________________ RT Staff __________________________________

- **CHECK-OUT** Date: _____________

Room inspection with Head Resident must be made prior to checkout being complete and student’s responsibility for room ends.

Resident Signature __________________________________________ RT Staff ______________________

Damage Costs: Personal $ _______ Suite Common $ _______ Community Common $ _______ Total* $ _______

*This amount must be paid prior to subsequent semester
RESIDENCE LIFE REGULATIONS (not all inclusive; see Residence Life Handbook)

1. KEYS for residence hall entries and rooms are distributed by the Head Resident upon check-in and suite assignment. Keys are the sole responsibility of the student. **Keys are not to be loaned, transferred, or copied.** There is a $62.50 replacement fee for a lost key.

2. FIRE SAFETY – Students should expect to practice building evacuation during fire drills. Additional safety training and information will be given at mandatory hall meetings. **Student(s) responsible for false fire alarms are subject to a $2000 fine by the Town of Thatcher/Fire Department.** Smoke detectors in Residence Towers/traditional halls are very sensitive to various changes in the air. Dust, fluorescent lights, steam, finger nail polish, air fresheners, chemical vapors, candles/incense, vibrations, etc., can set off an alarm. Students should be cautious of those items and activities while in community/suite.

3. MAIL should not be sent to the College or the residence hall. EAC does not guarantee mail delivery. All students should rent a U.S. Post Office box to receive their personal mail.

4. TELEPHONE calls can be made using provided pay phones or from service established by the student with the local telephone company. Local calls made from EAC provided community phones have no charge. The Office/College phones are not available for student use.

5. PERSONAL PROPERTY should be marked with your name or driver's license number. All losses should be reported to the Residence Life staff/Campus Police immediately. The room should be left undisturbed until Campus Police can investigate.

6. MONEY, checks, debit and credit cards should be kept locked up! It is a good idea to open up a local bank account for excess funds.

7. PARKING is free on all campus lots and on the street. Do not park in spaces marked yellow, red, or blue (unless you have a permit for handicapped parking). Do not double-park. Keep fire access lanes open.

8. VISITATION regulations are established for each hall. Students are expected to follow visitation guidelines in Residence Life Handbook.

9. CARE of the room(s) assigned to you is a major responsibility. You will be charged for any individual damages in your rooms and common damages in communal areas if the perpetrator is not identified. Do not use tacks anywhere but in cork bulletin boards. Posters and wall decorations should be hung by poster adhesive only. No cooking should be done in bedrooms and food should be kept in sealed containers. Unsealed food is a major attraction for unsightly, unhealthy insects! Do not store combustible fluids such as gasoline or Coleman fuel in the halls! You are expected to clean your room in the traditional halls. In Residence Towers, residents are expected to clean their suites, bathrooms, and common living areas. Inspections will be made on a routine basis by hall staff. Trash should be emptied in dumpsters outside of the building!

10. GOOD CONDUCT is an important part of each student's responsibility and makes a great contribution toward academic success for everyone. All residents will follow Quiet Hours and other courtesy guidelines described in the Residence Life Handbook and at Residence Hall meetings.

11. ALCOHOL and ILLEGAL DRUGS are against College policy to have anywhere on campus. Violations will result in legal consequences, expulsion from campus housing, and/or possible dismissal from EAC.

12. ILLNESS should be reported to Residence Life staff as soon as possible.

13. FURNITURE can not be transferred out of any room to any other location at any time.

14. ROOM OR HALL CHANGE requests must be made through the Residence Life Staff/Housing Office prior to the move. The College reserves the right to change residence of any student or to deny or cancel residence accommodations of any student where such action is deemed advisable for the best interest of all residents.

15. RESIDENCE HALL MEETINGS are mandatory for all residents. Meeting times will be posted.

16. MEAL PLANS are required for all residential students. There is no meal service during hall closure periods. Sick trays and sack lunches are available as a courtesy.

17. FIREARMS or any device that eject a projectile are not allowed on campus at any time. Students in possession of firearm or simulated weapon will be subject to expulsion from residence hall and/or EAC. Any item which could be construed as a weapon is generally not allowed in any of the residence halls.

18. CHECKING-OUT of the residence halls requires a number of steps which you are responsible to initiate. If you do not comply, your room deposit may be forfeited and you will be responsible for contents of room until inspected by Head Resident. You must:

- 1. Remove all personal items, papers, trash, etc. from the room(s). Empty the wastebasket(s).
- 2. Clean all furniture and fixtures thoroughly.
- 3. Mop and/or vacuum floors.
- 4. Close windows and open blinds.
- 5. Make an appointment with the Head Resident for a room/damage inspection.
- 6. Turn in your key, Residence Life Handbook (if applicable) and sign a copy of this checklist. If you are due a full or partial refund of your deposit, it will be sent from the Fiscal Office in approximately 4-6 weeks or place on your Higher One card.

19. NON-RESIDENTS are not allowed in the Residence Towers during non-visititation hours.

20. BICYCLES are not allowed in the rooms, interior of building, or blocking doorways or walkways.

21. 12 CREDIT hours or more are required for residents to live in the halls. Less-than-full-time status can jeopardize your eligibility for campus housing.

If the undersigned student withdraws from school, any assessed damages or losses will be paid by the undersigned immediately or will be deducted from the dorm damage deposit. In the event of dorm damage or loss which is in excess of the deposit, the undersigned student is to pay the entire amount not covered by the deposit when checking out of hall. The undersigned promises to pay, upon demand, in addition to any other amounts here under, reasonable collection costs, fees, attorney fees and court costs incurred to effect the collection of such hall damages or losses. The undersigned waives presentment hereof for payment, protest, and notice of non-payment and of protest.

I agree to abide by the regulations described on this form, in the Residence Life Handbook and addressed in Residence Hall meetings. I understand that I am responsible for the any loss or damages to the items/areas listed on the reverse side of this form.

Signature: ___________________________ Date: ___________________________
This survey assists Residence Towers’ staff in making suitemate assignments and in developing compatible communities. Please read questions carefully and answer with as much accuracy as you can. Although answering questions is important in determining resident placement, answers are not mandatory. All answers are confidential and you can change them at any time. Please submit changes to, or call the Housing Office.

Name: ___________________________________________ EAC ID #: __000- - ____________________________

➢ To be eligible to reside in Residence Towers, I will be willing to participate in development and maintenance of a *Community Living Contract to establish behavior guidelines for my 14-16 person community and my 4-person bedroom/bathroom suite. Upon accepting a space at Residence Towers, I agree to assume a shared responsibility for cleaning all common areas and areas in my bedroom/bathroom suite and give top priority to the well being of my entire residential community.

Signature: ____________________________________ Date: __________________________

*(refer to reverse side for some of the suggested contract items)

1. Did you request a suitemate for the semester you applied? Yes* No

2. Who would be your second suitemate preference? ______________________ Second? ______________________

3. Do you have a community preference? (e.g. West 2, East 1)____________________________

4. Smoking is not allowed in or around residence halls, as well as, in any building on campus. Do you prefer a suitemate who may smoke? Yes ___ No ___. I do not want a suitemate who may smoke_______

5. Do you consider yourself a person who keeps your space clean and well kept? Yes __. No ___ Sometimes____

6. Does it bother you if your roommate doesn’t keep their clothes and such picked up and put away? Yes ___ No ___.

7. Do you have a religious preference when selecting your roommate? Yes__ No __. Preference: ____________________________

*(not required, but helpful / confidential)

8. During what time of day do you prefer to have visitors? 8:am-12pm__12pm-6pm__6pm-11pm__12pm-11pm__

9. Do you prefer opposite gender visitors to not be allowed in your suite? YesNo ___. In Common areas only? YesNo ___.

10. On weeknights, I like to be asleep by: Earlier than 11pm__11pm-12pm__12pm-1am__2am__Later than 2am_.

11. I prefer to be roommates with someone who shares the same extracurricular activity? Yes__No __. If Yes, I prefer: Sports___ Drama___ Choir/Band___ Student Government and Leadership___ Multicultural Clubs___.

12. Do you consider yourself tolerant and willing to live cooperatively with cultures other than your own? (Optional) Yes__ No__

13. Are you attending EAC and receiving any type of scholarship? Yes__ No __. If yes, what type?_____________________

14. Do you have any hobbies or activities that you enjoy, that may be considered offensive to your suite mates? Yes__No __. If yes, list__________________________

15. Do you prefer a specific time set apart for study/sleeping in your suite? Yes__No __. Community? Yes__No ___.

- OVER -
Continued;

17. I prefer my suitemate ask to use a personal items of mine before using them. Yes___No___Don’t care_____.

18. Do you have trouble expressing your thoughts to others? Yes___No___; To larger groups of residents? Yes___No___.

19. If selected, do you think you could represent the consensus of your community in a Hall Council? Yes___No___.

20. R- rated movies and/or sexually explicit pictures are offensive to me, so I would rather live in a suite/community that does not permit their use. (To be established in your Community Living Contract) Yes____No____No Preference_____

21. Other Items you would like to list as preferences or living standards for your suite/community or that may assist staff in placing you with a roommate: ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

The following are examples of the items addressed in your Community Living Contracts developed with the assistance of Residence Towers Staff. Contracts are to be written within the guidelines already established in the Residence Life Handbook, EAC Catalog, Student Handbook, and as established by the Administration and the EAC District Governing Board.

1. Within the general Residence Life guidelines for visitors (see Residence Life Handbook), the visitation rules for your specific community regarding the gender of guests, time of visit and length of stay.

2. Within the general Residence Life guidelines for Quiet Hours and Courtesy Quiet Hours (see Residence Life Handbook), the specific noise levels standards acceptable in your community.

3. Personal and environmental hygiene standards, such as acceptable cleanliness and cleaning of the suite, bathroom, kitchen area, common areas, shower schedule, taking out the trash, etc.

4. Use of personal items.

5. Communication patterns – such as telephone messages, assigning cleaning schedules.

6. Acceptable standards of language, dress, movies, music, posters, etc. for community members and their guests.

7. Violation issues: What happens when someone doesn’t uphold their end of the contract? What happens when a visitor does something wrong? What happens if an illegal substance is found in the common area?

8. Security issues regarding: locking and unlocking doors, lost or loaned keys, and minimizing opportunities for theft.

9. Special needs items, such as, who would assist a disabled resident in exiting the building during an emergency evacuation.

10. Any other items or standards deemed necessary by community members to enhance living environment.
This survey assists Residence Life staff in making room and roommate assignments and in developing compatible living areas. Please read questions carefully and answer with as much accuracy as you can. Although answering questions is important in determining resident placement, answers are not mandatory. All answers are confidential and you can change them at any time. Please submit changes to, or call the Housing Office.

Name: ___________________________ EAC ID #: ___________________________

1. Did you request a roommate when submitting your Housing application? Yes____ No____

Name requested: ___________________________

2. Who would be your second roommate choice? ___________________________.

3. Do you have a floor preference? (ex. 1st floor; 2nd floor) ___________________________

4. Smoking is not allowed in or around residence halls, as well as, in any building on campus. Do you prefer a roommate who may smoke? Yes_____ No____ I do not want a roommate who may smoke____

5. Do you consider yourself a person who keeps your space clean and well kept? Yes____ No____ Sometimes____

6. Does it bother you if your roommate doesn’t keep their clothes and such picked up and put away? Yes____ No____

7. Do you have a religious preference when selecting your roommate? Yes____ No____ Preference: ___________________________.

*(not required, but helpful / confidential)

8. Does it bother you for your roommate to have visitors? Yes____ No____

9. Would you prefer opposite gender visitors not be allowed in your room? Yes____ No____. Common areas only? Yes_____ No____

10. On weeknights, I like to be asleep by: Earlier than 11pm 11pm 12pm 1am 2am Later than 2am____

11. I prefer to be roommates with someone who shares the same extracurricular activity? Yes____ No____. If Yes, I prefer: Sports____ Drama____ Choir/Band____ Student Government/leadership____ Multicultural Clubs____. Other____

12. Do you consider yourself tolerant and willing to live cooperatively with cultures other than your own? (optional) Yes____ No____

13. Are you attending EAC and receiving any type of scholarship? Yes____ No____. If yes, what type?______________________

14. Do you have any hobbies or activities, which you enjoy, that may be considered offensive to your room mates? Yes____ No____.

If yes, list- _____________________________________________________________

15. Do you prefer a specific time set apart for study / sleeping in your room? Yes____ No____. Morning____ Mid-day____ Night____

16. I prefer that my roommate ask to use a personal item of mine before using it. Yes____ No____ Don’t care____

17. Do you have trouble expressing your thoughts to others? Yes____ No____. In a larger groups of residents? Yes____ No____

18. If selected, do you think you could represent the consensus of your community in a Hall Council? Yes____ No____

19. Other Items you would like to list as preferences or living standards for your room /community area or that may assist staff in placing you with a roommate: ___________________________________________________________
YES, I do want to reserve a Campus Housing space for FALL 2017.

- As a returning resident, I understand that my request will be considered before those of new applicants and that my request is subject to hall/space availability if requesting a transfer to another hall.

- I understand that I will be billed for any communal and/or individual damages that occurred during the SP 2017 Semester.

- Damage Charges must be paid prior to Fall 2017 check-in (Aug 17, 2017). A full deposit must be maintained at all times while living in a residence hall. Damages can only be deducted from deposit if you are withdrawing your reservation.

- IF I CHANGE MY MIND ABOUT LIVING IN ON-CAMPUS HOUSING FOR FALL 2017. I understand that I must cancel my reservation by contacting the Housing Office or cancelling my reservation on the EAC Website Cancellation Page by July 15, 2017 or my deposit will be forfeited. The Cancellation page link is: [http://www.eac.edu/Campus_Life/Housing/ConfirmCancel.shtm](http://www.eac.edu/Campus_Life/Housing/ConfirmCancel.shtm)

- Should I have any changes to this form or follow-up questions, I can contact the Housing Office at (928) 428-8605 or email at danny.battraw@eac.edu

My requests for Fall 2017 are as follows:

### RETURN TO MY CURRENT HALL which is: (please check appropriate hall)

<table>
<thead>
<tr>
<th>Mark Allen North</th>
<th>Mark Allen South</th>
<th>Nellie Lee Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1535</td>
<td>$1535</td>
<td>$1535</td>
</tr>
</tbody>
</table>

Roommate Preference

### Residence Towers**- $2055 (Room Scholarship recipients must pay difference in cost for RT, $520)

**All applications are subject to campus citizenship review prior to assignment to RT.** The high level of community responsibility essential to living in RT precludes an assignment to RT by those with a negative citizenship record.

<table>
<thead>
<tr>
<th>Roommate Preference</th>
</tr>
</thead>
</table>

RT Suite Roommate Preferences (up to 3 requests)

### MOVE TO A NEW HALL if space available: (Please check hall that you are requesting)

<table>
<thead>
<tr>
<th>Mark Allen North</th>
<th>Mark Allen South</th>
<th>Nellie Lee Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1535</td>
<td>$1535</td>
<td>$1535</td>
</tr>
</tbody>
</table>

Roommate Preference

### Residence Towers**- $2055 (Room Scholarship recipients must pay difference in cost for RT, $520)

**All applications are subject to campus citizenship review prior to assignment to RT.** The high level of community responsibility essential to living in RT precludes an assignment to RT by those with a negative citizenship record.

<table>
<thead>
<tr>
<th>Roommate Preference</th>
</tr>
</thead>
</table>

RT Suite Roommate Preferences (up to 3 requests)

Please check the **MEAL PLAN** you would like to have for Fall 2017 Semester. Please select on of the following:

- A. 19 meals out of the 19 meals served per week for **$2010**
- B. 14 meals out of the 19 meals served per week for **$1865**
- C. 10 meals out of the 19 meals served per week for **$1765**

*If you do not indicate a Meal Plan for Fall 2017, you will be billed for Plan A.*

*Any changes to Meal Plans must be made prior to the end of the registration period for Fall 2017 semester (August 27, 2017).*

Student Signature ___________________________ Date ___________________________

NOT RETURNING? See Reverse Side.
Room Cancellation/Deposit Refund Request Form – Fall 2017

❑ NO, I DO NOT WANT TO RESERVE A CAMPUS HOUSING SPACE FOR FALL 2017.
   I understand that if I receive a room scholarship for Fall 2017, it cannot be applied toward off-campus housing and must be used for a residence hall space on campus.

❑ Please send my Housing Deposit Refund*, minus damages and/or other charges that are applicable, to the following address OR □ Deposit my refund into my EAC Bank Mobile account.

Address:                      City:                              State:                 Zip:  
(Mailing address you want deposit sent to)  
*Please allow 3-4 weeks after conclusion of semester for processing and delivery of deposit refund.

*REFUNDS ARE NOT AVAILABLE PRIOR TO DEPARTURE

Student Signature_________________________       Date________________________

Please help us serve you and others better by completing short survey below:

Resident Survey Information

I will live off campus next semester because:

❑ Cheaper/money
❑ Don’t like meal plan
❑ Change of pace
❑ Residence hall too noisy
❑ Want to live by my self
❑ Don’t like sharing living areas
❑ Don’t feel safe
❑ More freedom/less rules
❑ Getting Married
❑ Other_______________________________

I will not be attending Eastern Arizona College next Semester.
Reason?:

❑ Graduating
❑ Can’t afford it
❑ Transfer to another 2-year college
❑ Transfer to a University
❑ Going to get a job
❑ Don’t like college and/or classes
❑ Homesick
❑ Getting married
❑ Religious Service
❑ Don’t feel safe
❑ Other______________________________

Please share additional comments about your residential experience at EAC:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
How to Lose your Campus Living Privileges

Behaviors and choices you make may result in the loss of your campus living privileges and being evicted from EAC’s On-Campus Housing due to the safety and security risks to our communities or yourself. You can be evicted from the Residence Halls, even for a first offense. Examples include, but are not limited to:

- Tampering with fire safety equipment or devices. This includes creating false fire alarms, discharging fire extinguishers, and the like.
- Bomb threat
- Possession (including in the body), consumption, or being in the presence of alcohol, whether you are underage OR over 21 years of age.
- Possession, use, or distribution of an illegal drug (including marijuana) or a controlled substance. If it is in your room, your pocket or any other location under your control, it’s yours.
- Possession of a weapon. Question: when is a gun not a weapon? Answer: Never, even if it has been disabled. The includes simulated weapons, dangerous chemicals, any explosive device, nunchucks, swords, brass knuckles, butterfly/hunting knives, paintball guns, pellet/bb guns and any other item or material that can be used to threaten or endanger others.
- Sexual harassment or assault, endangering oneself or others, or acts of violence: physically hurting or causing injury to others, fighting, pushing/shoving, etc.
- Theft and/or burglary
- Malicious destruction of property
- Insubordination towards Residence Life or other EAC Staff
- Behavior detrimental to the reputation of the College
- Violations of Residence Life, Student Life, and/or Student Code of Conduct Probation

Financial Implications!

There are several implications of losing your campus living privileges. Most obviously, you move out of on-campus housing and find off-campus housing. Perhaps not so obvious, you cannot visit and/or enter any EAC residence hall on campus. And finally, housing costs are not refunded after the end of registration for the current semester, meal plans are only refunded if you completely withdraw from EAC, deposit (minus any damages) is only refunded after the end of registration for the current semester.

As a Residence Life Staff, we want you to succeed. We want your experience here at Eastern Arizona College to be everything you want – within limits. We have defined those limits in your Residence Life Handbook, Student Handbook/planner, and various other publications, which you will receive and have agreed to read when you applied for housing and when you signed your Check-in sheet. Please read them. And then, as you go about your life in what will be your new home, consider the consequences of your actions. For the most part, it is that simple. Please don’t make decisions that require us to remove your campus living privileges. Have a great semester!
Thatcher Campus Map

NORTH CAMPUS
1. Mark Allen Residence Hall
2. Gherald L. Hoopes Jr. Activities Center
   - Alumni-Visitors Center, Bookstore, Dinner Hall, Game Room, Lee Little Theater, Ticket Office, Student Life Offices
3. North Campus Recreation Area
   - Outdoor Basketball, Sand Volleyball Courts
4. Nellie Lee Residence Hall
5. Residence Towers
6. Maintenance
7. North Campus Classrooms (NC)
8. Math/Science Building (MS)
9. Alumni Library (LIB)
   - Student Library Services, Media Center, Computer Lab
10. Wayne M. McGrath High Tech Center (HTC)
    - Computer Commons, Computer Services
11. Wesley Taylor Residence Hall
12. Allied Health Lab (AHL)

MIDDLE CAMPUS
13. Art Building B (Bldg B)
14. Layton House
15. Art Building C (Bldg C)
16. Academic Programs Building (AP)
   - Communicative Arts and Social Sciences, NAU Extension
17. Student Services Building
18. Memorial Bell Tower
19. Amphitheater
20. Family Consumer Resources Building (FCRB)
21. Campus Police
22. Costume Shop (CstmSh)
23. Gila Institute for Technology
24. Nursing Education Center (NEC)

SOUTH CAMPUS
26. Industrial Technology Building (ITB)
   - CAD Drafting Facilities and Automotive, Machine, and Welding Shop
27. Fine Arts Auditorium (FA)
28. Choir Room
29. Stage
30. Scene Shop (SCENE)
31. Band Room
32. South Campus Classrooms (SC)
33. Gutteau Gymnasium
   - Athletic Director’s Office, Wellness Center
34. Tennis Courts
35. Swimming Pool
36. Racquetball Courts
37. Track/Football Field
38. Lower Practice Field
39. Softball Field
40. Baseball Field
41. Upper Practice Field
P. Parking Lot